



CAREER OPPORTUNITY

- “ *Property Management Sr. Officer*”

Join the fastest growing bank
in Rwanda, *Apply Now*

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www.cogebanque.co.rw

I. ABOUT US

Compagnie Générale de Banque Plc (COGEBANQUE Plc) is a commercial bank that is licensed and regulated by the National Bank of Rwanda (BNR). It was incorporated on July 17, 1999 and currently has 28 branches, over 600 agents and 36 ATMs across the country so far.

Cogebanque Plc is proudly one of the leading indigenous banks with about 97% of its shareholders being Rwandese institutions and businessmen. Cogebanque Plc provides a comprehensive range of products and services targeted at Corporate, SMEs and Retail customers.



Mission

To create, maintain, and enhance shareholder value by providing unrivaled financial solutions to our customer.



Vision

To be a financial center of excellence and a leading provider of innovative financial solutions in Rwanda.



Values

Excellence, Integrity, Innovation, Teamwork, Flexibility, Open Communication, Accountability and Customer orientation

II. WHAT OPPORTUNITIES DO WE HAVE FOR YOU?

At Cogebanque we believe our Employees are the bridge to achieving our business development goals and creating sustainable social and economic change in our society. We make it our priority to ensure their growth and comfort while working with the Bank.

A part from organizing frequent trainings, career building sessions and team building workshops for our Employees, we facilitate you to enjoy our wide range of services and products at favorable terms that ultimately could help you achieve your personal goals.

In the view of the above, Cogebanque Plc is looking for inspired innovators, self-driven and highly creative personalities to collaborate with the Bank in taking it to the next level of success. If you feel you have what it takes, we would like to hear from you by applying for the below position/s.

If the position described below speaks to you, send us your application (Application letter + detailed CV) via email at jobvacancies@cogebank.com by or before **09th November 2020** marking the subject as “The Job You Are Applying for”. i.e. “**Property Management Sr. Officer**”

Job Title and requirements

Job responsibilities

“Property Management Sr. Officer”

Grade: Sr. Officer

Job summary

The role is responsible for periodic inspection of Bank buildings and Branches and reporting on them condition and processing repairs.

Job Requirements

- Bachelor’s degree in Management, Business Administration or any related discipline
- Qualifications in property management will be added advantage
- 3 years’ experience in Administration in a financial institution
- Ability to work under minimal supervision
- Excellent oral and written communication
- High level of creativity and innovation
- Good planning and organization skills
- Good problem solving and analysis
- Good relationship building and networking

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Key Responsibilities:

Property management

- Ensure all Bank’s properties are managed efficiently within the laid down policies and procedures.
- Supervise all the service providers to ensure that they are performing their duties as per the agreed standards;
- Initiate and supervise all scheduled maintenance and service of equipment;
- Initiate and supervise renovations and refurbishment of all CogeBanque properties;
- Coordinate handling of repairs, breakdowns and faults of equipment and assigning contractors on complicated breakdowns;
- Inspect all equipment and coordinate repairs and replacements of damaged equipment including making recommendations for those assets that are due for disposal;
- Monitor the operating status of equipment and prepare requisitions for repair and replacement;
- Inspect, evaluate and advise on the state of the Bank’s properties and rented premises both new ones that are going to be occupied and the existing ones.

Logistics Management

- Assist with staff induction in responsibility for care of property and provide support in use of facilities in the buildings;
- Monitor all health and safety issues including, fire audits and electrical tests;
- Maintaining accurate property records;
- Input into annual budget setting for property management.

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