EQUITY

CAREER OPPORTUNITIES AT EQUITY BANK.

Equity Bank Rwanda Plc. is one of the region's leading Banks whose purpose is to transform the lives and livelihoods of the people of Africa socially and economically by availing them modern, inclusive financial services that maximize their opportunities. With a strong footprint in Kenya, Uganda, Tanzania, Rwanda, DRC and South Sudan, Equity Bank is home to more than 20 million customers – the largest customer base in Africa. Currently Equity Bank Rwanda Plc. is seeking additional talent to serve in the role outlined below.

ASSISTANT LEGAL MANAGER – COMMERCIAL

Job Title: Assistant Legal Manager - Commercial
Department: Legal
Reports to: Legal Manager – Commercial
Location: Equity Bank Rwanda Plc. - Headquarters

Job Summary

The Assistant Legal Manager - Commercial will assist the Legal Manager – Commercial in the mission of providing legal support to the organisation's business transactions with focus on contracts and other arrangements, as well as conducting the legislative monitoring process. These activities ensure both protection of the organisation' s interests and regulatory compliance.

Key Responsibilities and Accountability

1.1 Support to business transactions

The Assistant Legal Manager assists the Legal Manager – Commercial in the life cycle of contracts and other arrangements, i.e., contracts drafting, reviewing, negotiating, filling, termination and renewal.

- **Drafting and Review of contracts and other arrangements**
    - Prepare, review, and revise various types of arrangements including vendor agreements, service contracts, commercial partnership agreements, and NDAs.
    - Ensure all contracts comply with the applicable laws and bank's internal policies.
    - Review bank's contract templates like loan contracts (offer letters) and other related arrangements on regular basis to ensure their compliance with the then regulatory requirements.
- **Negotiation and Risk Management**
    - Assist in negotiations of contracts and other arrangements with external parties to ensure protection of the bank's interests.
    - Identify potential legal risks in contracts and other arrangements as well as propose mitigation strategies.

- **Legal Advisory**
  - Provide legal advice to departments on contractual obligations and implications.
  - Interpret contract clauses and advise on dispute resolution options.
- **Compliance and Documentation**
  - Ensure contracts and other arrangements align with regulatory requirements and corporate governance standards.
  - Filling the contracts and other arrangements within the bank's centralized repositories.
- **Monitoring and Enforcement**
  - When necessary, track performance of contracts and other arrangements and enforce compliance with terms and conditions.
  - Handle renewals, amendments, and terminations of contracts and other arrangements.

1.2 Legislative monitoring

The Assistant Legal Manager- Commercial will assist the Legal Manager- Commercial in conducting the legislative monitoring process through tracking legislative changes, assessing their impact on the bank's business operations.

- **Monitoring**
  - Track changes in banking laws, financial regulations, and government policies.
  - Maintain a legislative calendar and alert relevant departments to upcoming changes.
- **Legal Analysis and Interpretation**
  - Analyse new laws and regulations to assess their implications for banking operations.
  - Draft internal memos/REPORTS and legal opinions to guide compliance and policy adjustments.
- **Policy Development and Compliance Support**
  - Collaborate with compliance and risk teams to align internal policies with legal requirements.
  - Assist in developing procedures that mitigate legal and regulatory risks.
- **Documentation and Reporting**
  - Maintain records of legal interpretations, regulatory updates, and compliance actions.
  - Prepare reports for senior management and board committees on legal risks and developments.

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Qualification, Experience, Skills and Attributes

For the above position, the successful applicant should fulfil the following requirements:

Education

- ◦ Bachelor's degree in Law (LLB); a specialization in contract law or commercial law is an advantage.
- ◦ Experience
- ◦ Minimum of 3 years of experience in contractual management and corporate legal advisory, preferably within the financial sector.
- ◦ Proven track record in negotiating and managing complex contracts and other arrangements.

Core competencies:

- **Legal and regulatory expertise**
    - Strong understanding of contract law, commercial law, and regulatory frameworks.
    - Strong understanding of banking law, financial regulations, and corporate governance.
    - Ability to interpret and apply legal principles to real-world scenarios.
    - Familiarity with international standards (e.g., Basel III, AML/CFT frameworks) is a plus.
- **Research and analytical skills**
    - Ability to interpret complex legislation and assess its operational impact.
    - Excellent attention to detail and analytical thinking.
    - Skilled in legal research using databases, journals, and government publications.
- **Communication Skills**
    - Strong written and verbal communication for drafting and explaining legal opinion and terms as well as presenting findings.
    - Ability to simplify legal jargon for non-legal stakeholders.
    - English language proficiency.
- **Negotiation and Interpersonal Skills**
    - Skilled in negotiation with vendors, clients and other stakeholders.
    - Skilled conflict resolution.
    - Ability to build relationships with internal and external stakeholders.
- **Strategic thinking**
    - Proactive in identifying legal risks and proposing actionable solutions.
    - Capable of aligning legal insights with business strategy.

- **Organizational and Tech Proficiency**
  - Competence in using legal research tools.
  - Strong organizational skills to manage multiple contracts and deadlines.
  - Competence in using windows tools, like Microsoft offices.

If you meet the above requirements, submit your application quoting the job opportunity you are applying for as subject of your email through the email address below not later than **31st October 2025**. Please attach the following to your application:

(a) Application letter
(b) Detailed Curriculum Vitae;
(c) Copies of the relevant university degrees,
(d) Copies of the relevant certificates and testimonials (if any); and
(e) Daytime telephone contact and email address.

Email to: **jobsrwanda@equitybank.co.rw**

Equity Bank is an equal opportunity employer. We value the diversity of individuals, ideas, perspectives, insights, values and what they bring to the workplace.

N.B.: Only short-listed candidates will be contacted.