



CAREER OPPORTUNITIES AT EQUITY BANK.

Equity Bank is one of the leading banks in the region, committed to transforming the lives and livelihoods of the people of Africa by providing modern, inclusive financial services that expand opportunities for wealth creation. With a robust presence across Kenya, Uganda, Tanzania, Rwanda, the Democratic Republic of Congo, and South Sudan, Equity Bank serves nearly 8 million customers, making it the largest customer base in Africa. Founded in 1984 as Equity Building Society, the institution evolved into Equity Group Holdings Limited in 2014 through a strategic restructuring process to further its objectives. The bank's purpose is to socially and economically empower consumers, businesses, and communities through integrated financial solutions, adhering to core values that include professionalism, integrity, innovation, teamwork, and respect for customers. Currently, Equity Bank is seeking additional talent to support its mission of fostering inclusive growth and development across the continent.

PROGRAMS COORDINATOR

Job Purpose

The focus of the job is on programs management, coordination and execution, ensuring timely research and data collection, effectively managing donor funds where partnerships are involved, supporting other social engine services and follow-up the reporting, resource mobilization, de-risking programs, and other programs all aligned to the Strategy of the Bank.

Reports to the Programs Manager; the Program Coordinator will be expected to spearhead the financial inclusion for Youth & Women financial Inclusion, Health programs and other departmental programs/projects.

Key Duties, Responsibilities and Accountability

- Support Youth & Women Financial Inclusion programs.
- Support the programs Manager in running and leading Health pillar programs.
- Support in securing funding from diverse sources, such as grants, donations, and partnerships.
- Ensure that all implemented program activities are relevant to the mission, vision and overall Bank Strategy.
- Support to build and maintain essential relationships.
- Use hands-on experience in Business and Project Management tools to support all Projects and programs.
- Effectively manage donor funds with programs with accurate reporting as required.
- Ensure all policies are developed, managed and reinforced.
- Good relationship skills with other bank support functions.
- Develop & manage project/Program plans through deep understanding of the need impact and required resources respecting the timelines. Log Frame for each project.



- Coordinate and ensure value for the Monitoring and Evaluation of the programs.
- Define and deliver features for the social engine services, validate with the market and drive end-to-end delivery.
- Ensure successful execution of the project/program rollout by liaising with business teams, marketing and customer relations teams for proper public relations.
- Create suitable metrics for performance measurement and tracking.
- Allocate resources and supplies to ensure the team and branch champions can complete their responsibilities to their highest potential.
- Identify fundraising strategies that benefit and complement the mission and vision of the Bank.
- Any other work as assigned by the supervisor.

Qualifications, Knowledge, Experience and Attributes

- Bachelor's Degree in any of the Business Administrations in Management, Economics, Statistics, Data Science and/or Project Management. A master's Degree and professional courses in relevant fields will be an added value.
- Minimum of 5 years of relevant work experience. Experience acquired from working with Donor funders is an added value.
- Strong Project management skills.
- Strong research skills and Data analysis skills.
- Strong proposal writing and presentation skills.

Only applicants who meet the above criteria and are not undergoing any disciplinary process will be considered.

If you meet the above requirements, we kindly invite you to submit your application quoting the job opportunity you are applying for to the email address below by **20th January 2025**. Please include detailed Curriculum Vitae, copies of the relevant certificates, testimonials, and daytime telephone contact and email address. Only short-listed candidates will be contacted.

Email to: [**jobsrwanda@equitybank.co.rw**](mailto: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.