



*The Rwanda Stock Exchange Limited was established with the objective of carrying out stock market operations. The Stock Exchange was officially launched on January 31<sup>st</sup>, 2011 and it is in the process of enhancing its operations and institutional capacity.*

*It is in this regard that Rwanda Stock Exchange intends to recruit a qualified and competent candidate for the following position:*

<b>Human Resources Officer</b>
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### **Specific responsibilities**

The Human Resources Officer will be responsible for supporting and implementing HR initiatives and programs that align with the Exchange's goals. This role is crucial for maintaining a positive work environment, managing employee relations, and ensuring compliance with labor laws and organizational policies. Detailed job specifications include:

### **Description of Duties**

The Human Resources Officer will undertake the following duties:

- To Collaborate with department Heads to identify staffing needs and develop job descriptions.
- To Develop, implement, and update HR policies and procedures in accordance with legal requirements and best practices.
- To Ensure compliance with labor laws and regulations, maintaining employee records in accordance with data protection policies.
- To Facilitate conflict resolution and mediate disputes as necessary.
- To Assist in the implementation of performance management systems, including goal setting, evaluations, and feedback processes
- To Identify training needs and coordinate training programs for employee development.
- To Support the administration of employee compensation and benefits programs, ensuring compliance with organizational policies and regulations.
- To Oversee the payroll process, ensuring accurate and timely processing of employee salaries and benefits

- To perform other duties as may be assigned by the Chief Executive Officer.

### **Qualifications and Experience**

- A degree in Human Ressource, Business Administration or related field . A Masters' degree would be an added advantage.
- Knowledge of HR best practices, labor laws, and payroll regulations
- Minimum 5 years work experience in a relevant institution or at least at least three years in capital market industry.
- Firm and resolute in decision-making.
- Tact and diplomacy in dealing with human affairs.
- Strong interpersonal and communication skills.
- Ability to handle sensitive information with confidentiality
- Ability to work collaboratively in a team-oriented environment

Interested candidates may send their CV, testimonials and covering letter to the following address: [info@rse.rw](mailto:info@rse.rw)

***The Chief Executive Officer, Rwanda Stock Exchange Ltd., 1<sup>st</sup> Floor, KCT Building, Avenue du Commerce,***

***P O Box 5337 Kigali Rwanda***

**Deadline: 30/05/2025.**