JOB DESCRIPTION

Job Title: Legal & Compliance Officer

Organization: Kigali International Financial Centre Ltd (KIFC)

Reports to: Chief Legal Officer & Company Secretary

Status: Full time, Senior Professional Level

Duty Station: Kigali, Rwanda

Deadline for application: 30 November 2026

Documents to be Submitted: CV, cover letter and copy of Academic Degree to hr@kifc.rw

Overview

Kigali International Financial Centre Ltd (KIFC) promotes and develops Rwanda as a hub for cross-border investment. It works with regulators, government institutions and financial sector stakeholders to strengthen Rwanda's legal and regulatory framework, attract investment and develop the financial services ecosystem.

Position Description

Reporting to the Chief Legal Officer & Company Secretary, the Legal & Compliance Officer supports the delivery of KIFC's legal, regulatory and compliance activities. The role includes legal research, contributions to legal and regulatory reforms, contract drafting and review, monitoring corporate compliance, and supporting Board and company secretarial work.

The Officer also supports engagements with investors and relevant institutions to identify and address legal and regulatory challenges affecting Rwanda's competitiveness as an international financial centre.

Responsibilities

Legal and Regulatory Reform

- Review laws and regulations relevant to KIFC, identify gaps and propose improvements under the guidance of the Chief Legal Officer & Company Secretary.
- Conduct comparative legal research to inform reforms that strengthen Rwanda's financial sector and investment framework.
- Prepare draft legal opinions, briefing notes and technical contributions to proposed laws, regulations and policies.
- Participate in stakeholder consultations and technical meetings and follow up on agreed actions.
- Support the preparation of plain-language legal publications and stakeholder sensitisation materials.

Compliance and International Standards

- Support KIFC's contribution to implementing FATF and ESAAMLG recommendations and other relevant international standards.
- Conduct research and prepare technical input on anti-money laundering, countering terrorist financing, beneficial ownership and international tax transparency.
- Maintain a register of legal and regulatory obligations applicable to the Company and monitor compliance deadlines.
- Identify compliance gaps and propose corrective measures to the Chief Legal Officer & Company Secretary.
- Assist in developing and reviewing internal policies, procedures and compliance guidance.

Legal Advice and Contracts

- Conduct legal research and prepare draft advice on matters affecting the Company's operations and strategic objectives.
- Draft and review contracts, memoranda of understanding and other legal instruments for review by the Chief Legal Officer & Company Secretary.
- Support contract negotiations and provide guidance to internal departments on contractual obligations.
- Maintain legal and contract records and follow up on key obligations, expiry dates and renewals.
- Assist in managing disputes and claims, including preparing supporting documents and liaising with external counsel as instructed.

Corporate Governance and Company Secretarial Support

- Assist in preparing Board, committee and shareholder meeting notices, agendas and meeting papers.
- Prepare draft minutes and resolutions for review by the Chief Legal Officer & Company Secretary.
- Maintain governance records and track the implementation of Board and committee decisions.
- Support statutory filings, updates to corporate records and the review of governance documents.
- Assist with Board assessments, induction and other governance activities.

Stakeholder Engagement and Departmental Support

- Support engagements with regulators, government institutions, investors and professional service providers on legal and regulatory matters.

- Assist in organising regulatory dialogues, consultations and capacity-building activities.
- Contribute to departmental work plans, budgets and progress reports.
- Perform other duties consistent with the role as assigned by the Chief Legal Officer & Company Secretary.

Qualifications and Skills

- Bachelor's degree in law from a recognised university.
- Postgraduate Diploma in Legal Practice.
- At least three years of relevant experience in legal practice, corporate legal affairs, regulatory work or compliance.
- Experience in legal research, contract drafting and interpretation of laws and regulations.
- Good understanding of Rwanda's corporate, investment and financial sector legal framework.
- Knowledge of corporate governance and company secretarial practices.
- Familiarity with AML/CFT requirements and relevant international standards is an advantage.
- Excellent written and spoken English. Working knowledge of French and Kinyarwanda is an advantage.
- Ability to prepare clear legal documents, communicate legal issues and manage assignments within agreed deadlines.
- Proficiency in Microsoft Office applications and legal research tools.