



BACKGROUND

The Green City Kigali (GCK) is an initiative led by the Government of Rwanda, aimed at addressing environmental and urban challenges through innovative models towards Green Urbanisation. The Green City Kigali Company (GCKC), a special purpose vehicle established by the Rwanda Green Fund (Majority Shareholder) and RSSB (Minority Shareholder), is implementing the project.

Covering a designated 600-hectare area on Kinyinya Hill, the project aligns with the City of Kigali Master Plan 2050, envisioning an affordable, sustainable urban community for 170,000 to 200,000 residents. The initial phase focuses on a 16-hectare pilot site, planned for 1,700 to 2,000 units through a Public Private Partnership (PPP) with Private Developers. The project is a key component of the Rwandan-German Climate Cooperation, supported by the German government through KfW Development Bank

COMPANY SECRETARY AND GENERAL COUNSEL

REPORTING TO: The CEO

DIRECT REPORTS: Legal Officers, Corporate Reporting Officers and outsourced legal work

PURPOSE: To oversee legal matters, ensure compliance with statutory and regulatory requirements, and manage Corporate Governance and Board Affairs.

KEY RESPONSIBILITIES:

- ➔ **Corporate Governance:** You will ensure compliance with statutory and regulatory requirements, including company law, corporate governance codes, and other relevant regulations. You will also support the Board of Directors in their responsibilities, including organizing board meetings, preparing board agendas and minutes, and providing guidance on governance matters. Lastly, you will keep abreast of legal and regulatory developments that impact GCKC and advise the Board on necessary actions.
- ➔ **Legal Advisory and Risk Management:** You will provide legal advice and guidance on a wide range of legal issues to GCKC's management and stakeholders to protect GCKC's interests and mitigate legal risks. You will also identify legal risks and develop risk management strategies and policies to ensure compliance and minimize potential liabilities. Lastly, you will monitor changes in laws and regulations relevant to GCKC's operations and advise on necessary actions to maintain compliance.
- ➔ **Corporate Secretarial Functions:** You will serve as the primary point of contact for GCKC's shareholders, ensuring effective communication and handling shareholder inquiries as well as maintain statutory records, registers, and other corporate documents in compliance with applicable laws and regulations. You will also ensure timely filing of statutory documents and regulatory filings, including annual returns and other necessary disclosures.
- ➔ **Contract Management and Intellectual Property:** You will manage GCKC's contract lifecycle which includes: drafting, reviewing, and negotiating various agreements with external parties; and protect and manage GCKC's intellectual property rights, including trademarks, copyrights, and patents. You will also oversee licensing agreements, distribution agreements, and other contracts related to GCKC's operations.



- ➔ **Legal Compliance and Ethics:** You will develop and implement legal compliance programs and policies to ensure adherence to applicable laws, regulations, and ethical standards. You will also conduct internal legal audits and investigations to identify compliance gaps and recommend corrective actions. Lastly, you will promote a culture of ethics and integrity within GCKC and provide guidance on ethical dilemmas and conflicts of interest.
- ➔ **Legal Support and Training:** You will provide legal support and advice to various departments within GCKC, including finance, operations, human resources, and marketing as well as conduct legal training sessions and workshops to enhance legal awareness and understanding within the organization. You will also collaborate with external legal counsels, when needed, for specialized legal matters and litigation.
- ➔ **External Relations and Dispute Resolution:** You will manage relationships with external stakeholders, including regulators, legal authorities, and external legal advisors. You will also represent GCKC in legal proceedings, negotiations, and dispute resolution processes as well as engage in advocacy efforts related to legal and regulatory matters affecting GCKC's operations.

KEY COMPETENCES:

- ➔ **Vision and Professionalism:** You have an in-depth understanding of GCKC's mandate and strategic direction as well as the ability to transform it into a results-oriented work program. You also have the ability to communicate links between the entity's strategy and the legal affairs Office's goals.
- ➔ **Leadership and Teamwork:** You have demonstrated intellectual leadership including: the ability to integrate knowledge with broader strategic, policy and operational objectives; the ability to provide managerial leadership in overseeing work of more junior staff and external experts; the ability to generate and communicate organizational direction as well as introduce and emphasize GCKC policies into the dialogue; the ability to coach, mentor and assist staff to develop professionally and the ability to delegate appropriate responsibility. Besides that, you are an excellent team player with demonstrated experience in collaborating with diverse departments and teams.
- ➔ **Client Orientation:** You have experience with identifying clients' needs and developing appropriate solutions as well as establishing and maintaining productive partnerships with clients. You handle major legal issues/cases with discretion.
- ➔ **Planning and Organizing:** You have demonstrated planning, management and organizational skills and the ability to manage and administer an Office. You can work under pressure and meet deadlines; establish priorities and plans, organize, coordinate and monitor the office and those under your supervision in a complex and dynamic environment, ensuring the quality and timeliness of outputs.
- ➔ **Judgment/Decision-making:** You have problem-solving skills as well as the ability to proactively seek and recommend sound initiatives, and you handle matters with discretion.
- ➔ **Creativity:** You consider yourself as a creative thinker, and you have the ability to actively improve programs/services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.
- ➔ **Continuous Improvement:** You are willing to learn to keep abreast of new developments in the field of interest and to develop own managerial and leadership skills.



- ➔ **Technological Awareness:** You have proficient computer skills and experience in using relevant software applications, in particular information databases, internet/intranet services, library sources, etc.
- ➔ **Communication:** You have excellent and effective communication (verbal and written) skills which includes: making and defending recommendations; explaining difficult issues; persuading people with varying points of view; conveying difficult issues and positions to senior officials; preparing written reports and orally convey information in a clear, concise, accurate and meaningful manner; legal writing and independently prepare legal papers.
- ➔ **Negotiation Skills:** You have highly developed negotiating skills and the ability to work with and persuade others to reach agreements.

REQUIREMENTS:

- ➔ **Academic Requirement:** Advanced Degree (Masters or equivalent) in Law, with relevant specialization and you are a member of the Rwanda Bar.
- ➔ **Professional Requirement:**
 - A minimum of 9 years of relevant legal experience, or with the legal department of a government or international organization or with a private firm specializing in international or commercial law.
 - As well as a proven track record of excellent Company Secretary experience and Board support services management.



APPLY BEFORE
21 FEB 2024

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