

JOB DESCRIPTION

Smart and green mobility for a better Kigali

Job Title	Compliance Officer
Company	Ecofleet Solutions Ltd
Department	Legal Department
Reports To	Head of Legal & Company Secretary
Location	Kigali, Rwanda (with periodic travel to depots, terminals, and other operational areas served by the Company)
Job Grade / Level	Officer Level

1. Job Purpose

The Compliance Officer is responsible for ensuring that Ecofleet Solutions Ltd operates at all times in full conformity with applicable laws, regulations, licensing conditions, internal policies, and corporate governance standards. The role sits within the Legal Department and acts as the department's internal advisor on regulatory and operational compliance monitoring, assessing, and reporting on compliance risk across every department, developing and maintaining the Company's compliance policies and controls, and acting as the first point of contact for regulators, auditors, and internal stakeholders on compliance matters.

Given that Ecofleet operates a licensed public transport service, handles passenger fare revenue, employs a large operational workforce, and engages extensively with government regulators, this role is central to protecting the Company's operating licence, its reputation, and its ability to do business without regulatory disruption.

2. Key Responsibilities

A. Regulatory Compliance Monitoring

- Monitor the Company's ongoing compliance with all licensing and operating conditions imposed by the Rwanda Utilities Regulatory Authority (RURA), including route permits, vehicle roadworthiness and inspection requirements, driver licensing/certification standards, and passenger safety standards
- Monitor compliance with tax obligations administered by the Rwanda Revenue Authority (RRA), including VAT, PAYE, withholding tax, and Electronic Billing Machine (EBM) requirements, in coordination with Finance
- Monitor compliance with Rwanda Social Security Board (RSSB) contribution and reporting obligations, in coordination with People & Culture (HR)
- Monitor compliance with Rwanda Development Board (RDB) company registration, annual return, and business licensing requirements, in coordination with the Company Secretarial function

- Monitor compliance with Rwanda's data protection law in respect of passenger, employee, and customer data, particularly data collected through fare payment, ticketing, or route-tracking systems
- Monitor compliance with environmental and emissions standards applicable to the Company's fleet, particularly as they relate to Ecofleet's e-mobility and green transport commitments
- Monitor compliance with Rwanda's anti-corruption laws and any applicable anti-money laundering obligations relevant to the Company's fare collection and payment systems
- Maintain a live Regulatory Compliance Calendar tracking every statutory filing, licence renewal, and regulatory deadline across all of the above, and flag upcoming deadlines to the Head of Legal and relevant departments well in advance
- Keep abreast of new or amended laws and regulations affecting the Company's operations, and brief the Head of Legal proactively on changes requiring policy, process, or contractual updates

B. Corporate Governance Support

- Support the Head of Legal & Company Secretary in maintaining the Company's overall compliance and governance risk register
- Assist in preparing compliance and governance papers for Executive Management and the Board (or Board Committees, where applicable), including periodic compliance status reports
- Support maintenance of statutory registers, Board resolution records, and corporate filings, working closely with the Company Secretarial function
- Support the administration of conflict-of-interest declarations and related-party disclosures for directors, management, and staff
- Assist in benchmarking the Company's governance practices against applicable corporate governance codes and industry good practice

C. Policy Development & Implementation

- Draft, review, and periodically update the Company's internal compliance policies, including the Code of Conduct, Anti-Bribery and Anti-Corruption Policy, Whistleblowing Policy, Conflict of Interest Policy, and Data Protection Policy
- Ensure all internal policies are properly approved, version-controlled, communicated to staff, and made easily accessible across the Company
- Work with department heads to translate regulatory requirements into practical internal procedures and checklists that operational staff can follow day to day
- Periodically review policies against changes in law or regulation and recommend updates to the Head of Legal

D. Compliance Risk Assessment, Monitoring & Reporting

- Maintain and regularly update a Compliance Risk Register identifying the Company's key regulatory and compliance risks, their likelihood, potential impact, and existing controls

- Conduct periodic compliance reviews and spot-checks across departments (Operations, Finance, Fleet/Maintenance, HR, Procurement) to test whether policies and regulatory requirements are being followed in practice
- Track corrective action plans arising from compliance reviews, audits, or regulator findings, through to close-out
- Prepare periodic (monthly/quarterly) compliance reports for the Head of Legal & Company Secretary, for onward reporting to Executive Management and the Board
- Support internal and external audits by providing accurate, complete compliance documentation and evidence of control effectiveness on request

E. Training & Awareness

- Design and deliver periodic compliance training and awareness sessions for staff across departments, covering topics such as the Code of Conduct, anti-bribery and corruption, data protection, and operational regulatory standards
- Maintain a training register tracking attendance and completion rates, and follow up with departments on outstanding training
- Ensure new employees receive compliance induction/onboarding covering key policies and regulatory expectations relevant to their role

F. Investigations & Whistleblowing

- Act as a point of contact for the Company's whistleblowing channel, receiving and logging reports of suspected compliance breaches, misconduct, or unethical behaviour
- Conduct, or coordinate with the Head of Legal on, internal investigations into reported compliance breaches, maintaining confidentiality and objectivity throughout
- Escalate serious, high-risk, or legally sensitive matters promptly to the Head of Legal & Company Secretary for further action
- Maintain accurate, confidential records of all compliance complaints, investigations, and outcomes

G. Operational Liaison

- Work closely with the Operations Department to ensure day-to-day operational activities — route operations, driver conduct, ticketing/fare collection, vehicle roadworthiness — remain compliant with RURA standards and internal policy
- Conduct periodic compliance spot-checks at depots, terminals, and on routes, working with Operations and Fleet/Maintenance to verify adherence to safety and regulatory standards
- Coordinate with Fleet/Maintenance on compliance matters relating to vehicle inspection certificates, roadworthiness testing, and emissions compliance
- Coordinate with People & Culture (HR) on compliance matters relating to labour law, RSSB contributions, staff conduct, and disciplinary matters with a compliance dimension
- Coordinate with Finance on tax compliance matters and on the financial reporting elements of regulatory filings

- Act as a liaison between the Company and its regulators (RURA, RRA, RDB, RSSB, and others) on routine compliance matters, escalating substantive legal or contractual issues to the Head of Legal

H. Documentation, Reporting & Record-Keeping

- Maintain organized, audit-ready compliance files, including licences, permits, regulatory correspondence, policy versions, training records, and investigation files
- Prepare periodic management reports on compliance status, regulatory risk, outstanding action items, and training coverage
- Ensure all compliance records are retained in line with the Company's record retention policy and are readily available for audit or regulatory inspection

3. Key Working Relationships

Internal

- Head of Legal & Company Secretary (direct supervisor)
- Operations Department (route compliance, driver conduct, ticketing/fare compliance)
- Fleet & Maintenance (vehicle roadworthiness, inspection certificates, emissions compliance)
- Finance Department (tax compliance, EBM/VAT matters, regulatory financial filings)
- People & Culture / HR (labour law compliance, RSSB matters, staff conduct and discipline)
- Procurement Department (vendor due diligence and compliance with procurement policy)
- Executive Management / Board (via the Head of Legal, on compliance and governance reporting)

External

- Rwanda Utilities Regulatory Authority (RURA)
- Rwanda Revenue Authority (RRA)
- Rwanda Development Board (RDB)
- Rwanda Social Security Board (RSSB)
- National Bank of Rwanda (BNR), where applicable to fare payment/fintech systems
- Data protection regulatory authorities
- External auditors and regulatory inspectors
- Industry and sector associations (e.g., Private Sector Federation)

4. Key Performance Indicators (KPIs)

- Zero material regulatory breaches, licence suspensions, or regulatory fines
- 100% on-time completion of statutory filings and licence renewals tracked in the Regulatory Compliance Calendar
- Number and coverage rate of compliance training sessions delivered across departments
- Timeliness of Compliance Risk Register updates and corrective action close-out

- Number of compliance reviews/spot-checks completed against the annual compliance monitoring plan
- Average turnaround time on whistleblower reports and internal investigations
- Quality and timeliness of compliance reporting to the Head of Legal and, where applicable, Executive Management and the Board

5. Working Conditions

The role is based at the Company's Kigali offices, with regular travel required to depots, terminals, and routes for compliance spot-checks, and occasional engagement with regulators at their offices. The role may also require prompt attention outside normal business hours in the event of a serious compliance breach, regulatory inquiry, or whistleblower report requiring urgent attention.

6. Other Duties

Perform any other duties as may be assigned from time to time by the Head of Legal & Company Secretary, which are in the interest of the Legal Department and the Company in general.

How to Apply

Interested candidates are invited to submit their applications via email to careers@ecofleet.rw. All application documents must be compiled into one single folder/file labeled with the subject of the position applied for. Applications must include: a cover letter addressed to Aubin RUKERA – Chief Executive Officer, Ecofleet Solutions Ltd, a detailed Curriculum Vitae (CV), certified copies of academic and professional certificates, and contact details of three (3) previous supervisors.

Application deadline: 20th August 2026.

Only candidates who meet the required qualifications and relevant experience will be shortlisted and contacted for interviews.

Ecofleet Solutions Ltd reserves the right to close or withdraw this advertisement at any time once a sufficient number of applications have been received.

Done in Kigali, 6th August, 2026.