

## JOB DESCRIPTION

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| <b>Job Title</b>  | <b>Legal Officer</b>                         |
| <b>Reports To</b> | <b>Head of Legal &amp; Company Secretary</b> |
| <b>Department</b> | <b>Legal Department</b>                      |
| <b>Location</b>   | <b>Kigali, Rwanda</b>                        |
| <b>Job Type</b>   | <b>Full-time</b>                             |

### About Ecofleet Solutions Ltd

Ecofleet Solutions Ltd is a government-owned company leading the modernization of public transport in Rwanda, starting with Kigali. We own and operate the city's public bus fleet and are responsible for setting service standards, operational SLAs, and shaping the overall transport ecosystem.

Ecofleet is committed to building a smart, efficient, and sustainable transport system, drawing on global best practices, technology, and data to improve urban mobility. Our long-term vision includes a transition to electric vehicles and green infrastructure, positioning Kigali as a model for eco-friendly urban transport in Africa.

### 1. Role Summary

The Legal Officer supports the Head of Legal & Company Secretary in the day-to-day delivery of legal services across Ecofleet Solutions Ltd, including contract management, legal advisory, corporate governance, and litigation support. The role assists in protecting the Company's commercial interests and managing legal risk across its transport and mobility operations.

### 2. Scope of the Role

- Assist the Head of Legal & Company Secretary in managing contract management, corporate governance, and litigation support matters, reporting directly to the Head of Legal & Company Secretary.

### 3. Key Responsibilities

- Assist in drafting, reviewing, and negotiating commercial contracts (vehicle supply/leasing, depot and terminal leases, technology and service agreements, MOUs) and maintain the contract register and templates
- Support statutory compliance and corporate governance, including maintaining statutory registers, RDB filings, and Board/Committee papers and minutes

- Support litigation and dispute resolution by liaising with external counsel, preparing case documentation, and tracking active matters; represent the Company in administrative hearings as directed
- Assist in developing and updating internal legal and governance policies, and flag emerging legal risks to the Head of Legal
- Support intellectual property and data protection matters, including trademark records and review of data-related agreements
- Maintain accurate, confidential legal records (contracts, litigation files, opinions, filings) and provide periodic reports to the Head of Legal

#### 4. KPIs for Success

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- Contract Turnaround Time: Legal documents reviewed and returned within 48-72 hours
- Litigation Success Ratio: Minimisation of legal exposure and successful out-of-court settlements
- Corporate Governance: 100% compliance with statutory filing deadlines
- Timeliness and quality of legal advice and reporting to the Head of Legal

#### 5. Working Relationships

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##### Internal

- Head of Legal & Company Secretary: Direction, review, and escalation of legal matters
- Other departments: Legal support on contracts, compliance, and governance matters

##### External

- External counsel and legal advisors
- Regulatory bodies (e.g., RDB) and administrative hearing bodies

#### 6. Core Competencies & Skills

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- Excellent legal drafting, negotiation, and legal research skills
- Fluent in English and Kinyarwanda; French is an added advantage
- Strong interpersonal and presentation skills, with high attention to detail and discretion

#### 7. Values & Cultural Fit

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- Integrity, confidentiality, and sound ethical judgment
- Accountability and ownership of legal and governance outcomes
- Collaboration across departments
- Commitment to Ecofleet's mission of safe, reliable, and sustainable public transport

#### 8. Qualifications & Experience

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**Minimum:**

- Education: Bachelor of Laws (LL.B)
- Experience: Minimum 4 years of post-graduate legal experience in a corporate or law firm environment

**Preferred:**

- Diploma in Legal Practice and Development (ILPD)
- Experience in the transport and logistics sector is an added advantage

## How to Apply

Interested candidates are invited to submit their applications via email to [careers@ecofleet.rw](mailto: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.**