



Legal Expert Consultancy Profile

May 2022

Project	Access International Partnerships in IT(AIPI)
Duration of consultancy	From 1st June to 30 september 2022

1. Background

The Rwanda ICT Chamber is the youngest member of the Private Sector Federation (PSF), the Chamber brings together ICT Associations, businesses, groups, and individuals into a community where they can share ideas on how to promote and develop Rwanda's ICT and ICT enabled Industries through:

- Creating career paths through skills development, especially among the youth,
- Stimulating entrepreneurship and competitiveness,
- Driving and protecting investments and innovation,
- Promoting export of ICT products and services, and
- Becoming the arbitrator of the ICT sector.

Through its partnership project (AIPI), with the German based Bundesverband Mittelstand IT (BITMi), an association representing over 2,000 IT SMEs, aiming at accelerating members' corporate growth, productivity and promoting market development, we want an ambitious, passionate candidate to provide support in securing employment opportunities for beneficiaries.

2. Primary Job Purpose

Your role as an Legal Expert is to support Rwanda ICT Chamber in organizing and coordinating the registration process of assigned institutions.

You will work closely with Rwanda ICT Chamber staff to provide required documents, reports and other relevant resources needed to support the registration process. You will take the lead in researching, gathering and reporting information regarding the requirements in place and following through the process to ensure ICT Chamber complies with existing business requirements during registration of assigned entities.

You will work closely with local partners, including employers, funders and other stakeholders, developing professional relationships that will offer a diverse range of experiences and opportunities to the beneficiaries.

Duties and responsibilities:

- Drafting & reviewing legal documents such as contracts & agreements, and business plans required in the entity's registration process.
- Providing advice to the project on all aspects of business law, including corporate governance, intellectual property, antitrust law, bankruptcy, employment law, and commercial transactions
- Advising the project on compliance with existing Rwanda business laws.
- Providing guidance on risk management by identifying potential legal problems and advising clients on how to avoid them
- Drafting and negotiating contracts for business ventures, including leases, purchase agreements, and loan documents
- Reviewing financial statements to ensure compliance with accounting standards
- Providing legal counsel to corporations, partnerships, individuals, and other businesses on a range of matters, including drafting contracts and corporate governance structures such as boards of directors

Deliverables:

- Registration Certificates of assigned institutions.
- Requirements reports for assigned institution registration
- Organizational structures of assigned institutions
- Compliance report of requirements for assigned institutions

5. Person Specification

	Essential Criteria	Desired criteria
Qualifications	<p>Bachelors in Business Law or similar disciplines</p> <p>2 years of experience working in business legal management.</p>	
Knowledge and understanding	<ul style="list-style-type: none"> • A commitment to support ICT Chamber legally register assigned institutions. • Understanding of Rwanda business laws and changes of laws in different spectrums. • Knowledge of the local legal requirements for institution/company registration. 	<ul style="list-style-type: none"> • Knowledge of existing registering bodies and their respective rules and laws.
Skills/Abilities	<ul style="list-style-type: none"> • Ability to document and present progress in regard to milestones. • Ability to initiate and maintain relationships with other involved partners. • Professional presentation and personality • Self-management skills and the ability to meet duties effectively • IT literacy • Proactive and collaborative approach to teamwork • Commitment to personal and professional development 	

Submission: Send your CV on info@aipi.rw not later than **27th May 2022** with subject line: **Legal Expert Application**. **NB: Applications that do not follow this will not be considered.**