



## LEGAL AND COMPLIANCE SPECIALIST

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**Trinity Metals**

**Trinity Musha Mines Limited** [formerly Piran Rwanda Ltd], Trinity Nyakabingo Mine Limited [formerly Eurotrade International Ltd], and Rutongo Mines Limited are established as three separate, privately held companies. They all have a strong track record of mining and exploration of tin, tungsten and/or tantalum

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### JOB ADVERTISEMENT

#### Who we are:

Trinity Nyakabingo Mines Ltd is a Wolfram Mining Company, situated in Shyorongi Sector, Rulindo District, Northern Province.

The Management of Trinity Nyakabingo Mines Ltd informs the public that it is recruiting Competent, Qualified and Experienced Staff for the following various position

#### Group Legal & Compliance Specialist (1 Position)

1. **Position/Job Title:** Legal and Compliance Specialist
2. **Job Grade:** D1
3. **Department:** Legal and Compliance
4. **Reports To:** General Counsel & Chief Compliance Officer Under the direction of the Group General Counsel & Chief Compliance Officer (GC&CCO), the Legal & Compliance Specialist.
5. **Job Brief:** Under the direction of the Group General Counsel & Chief Compliance Officer (GC&CCO), the Legal Compliance Specialist (LCS) plays a critical role in ensuring the Company's adherence to all applicable laws, regulations, and internal policies. The role promotes a culture of integrity, transparency, and accountability, while proactively managing legal and compliance risks that could impact the Company's reputation or financial standing.
6. **Responsibilities:**
  - I. **Legal Advisory & Documentation**
    - Draft, review, and analyze contracts, agreements, and other legal documents.
    - Provide legal opinions and guidance on matters related to corporate law, procurement, taxation, and mining.
    - Identify legal risks and recommend timely mitigation strategies.
    - Support the development and periodic review of internal policies to ensure legal and regulatory alignment.
  - II. **Compliance Oversight**
    - Conduct ongoing compliance monitoring and report any breaches or violations.
    - Investigate compliance incidents and support enforcement actions.
    - Deliver annual and ad hoc compliance training across the organization.
    - Assist in the implementation and enhancement of governance, risk, and compliance (GRC) programs.
  - III. **Governance & Reporting**
    - Maintain statutory registers including litigation, legal, conflict of interest, and gifts registers.
    - Assist the Company Secretary in managing board affairs and governance documentation.
    - Prepare and submit statutory reports.
    - Ensure accurate filing and record-keeping of legal and compliance documents (both digital and physical).
  - IV. **Stakeholder Engagement & Enforcement**
    - Build and maintain relationships with key stakeholders
    - Collaborate with the Asset Protection department to lodge and follow up on legal complaints
    - Monitor and report on cases related to illegal mining in coordination with RIB and NPPA.
  - V. **Data Protection & Ethics**
    - Ensure the Company's data protection practices comply with applicable regulations.
    - Identify and manage potential conflicts of interest in line with ethical standards.
  - VI. **Cross-Functional Collaboration**
    - Provide legal and compliance support to other departments as needed.
    - Work closely with the Internal Audit function to ensure alignment and complementarity.
    - Participate in internal audits, compliance reviews, and due diligence exercises.

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### Summary

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**Location:** Shyorongi Sector, Rulindo District, Northern Province., RW

**Sector:** Law, Other

**Education level:** Bachelor

**Desired experience:** Senior (5+ years of experience)

**Contract type:** Full-time

**Deadline:** Friday, 22/08/2025 23:59

**Number of positions:** 1

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Deadline 13/08/2025 | Senior (5+ years of experience)

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## VII. Continuous Improvement & Special Projects

- Stay informed on industry trends, legal developments, and regulatory changes.
- Contribute to special projects and initiatives in response to evolving business and regulatory needs.

## 7. Qualifications & Competencies

- Bachelor's degree in law.
- Master's degree or professional certification in compliance or corporate governance is an asset.
- Minimum of 5 years' experience in legal and compliance roles, preferably in the mining or corporate sector.
- Strong analytical, communication, and stakeholder management skills.
- High ethical standards and attention to detail.

Please submit the following documents in a single file attachment to the e-mail address: [recruitment.nyakabingo@trinity-metals.com](mailto:recruitment.nyakabingo@trinity-metals.com) for Human Resources Office. Indicating which position, you are applying for and addressed to the General Manager of Trinity Nyakabingo Mine Ltd.

1. Application letter/A cover letter setting out briefly the candidate's motivation and suitability for the position not more than 1 page,
2. A Curriculum Vitae- maximum 3 pages,
3. The name, position and contact number for **three references**, one of them being from your recent employer, preferably your direct Supervisor.
4. A copy of education and training certificates/diplomas/degrees
5. Any pertinent recommendation letter that the candidate may wish to add.
6. A copy of relevant work certificates.
7. A copy of ID

### Applications Submission Deadline

The deadline for Application is **22/8/ 2025**.

The applications submitted after the deadline will not be considered.

Only short-listed candidates shall be contacted.

For other inquiries, please contact HR Office on **+250791345409** during working hours

Done at Nyakabingo, on **08/8/2025**.

Justin UWIRINGIYIMANA

Trinity Nyakabingo Mine Ltd



Apply

Click on the APPLY button to send your application documents:

- Your application will be sent to the employer immediately (Allowed formats: .doc .pdf .txt .docx)
- A confirmation email will be sent to you few minutes afterwards
- You can request any documents archived from our website (ex: a job description, a CV, a cover letter...)

Please bear in mind that you should never be requested to pay to get interviews, or to pass extra certifications etc...

### 🏠 Get in touch

Job in Rwanda - (J.I.R Ltd)  
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