

## Recruitment of an REGIONAL FINANCE, OPERATIONS AND HR MANAGER

Since 2012 SKAT Consulting Ltd is implementing the project known as PROECCO (Promoting off-farm employment and income in the Great Lakes Region through climate responsive construction material production) funded by the Swiss Development Cooperation (SDC). The project is implemented through three project offices/information points in Kigali-Rwanda (Regional Coordination Office), Bujumbura-Burundi and Bukavu-South Kivu. The overall aim of the project is to minimise the impact of building material production on the environment while improving the livelihoods and working conditions of workers in the building material sector. The project implementation involves a range of stakeholders, namely entrepreneurs in the building material sector, rural men and women employed in the sector, raw material suppliers, business service providers, national and local authorities, vocational training institutions and other stakeholders engaged in urban and industry sector.

In this context, Skat-PROECCO is seeking an experienced individual to fill the position of the **REGIONAL FINANCE, OPERATIONS AND HR MANAGER** to coordinate regional day-to-day operations implemented by technical and administrative staff in Rwanda, Burundi and the Bukavu Area, as well as related finances and human resources. The position reports to the Regional Coordinator based in Kigali.

### **Our offer**

We offer attractive remuneration and working conditions as part of Skat Consultings's dedicated and dynamic team.

### **Duty station, beginning of the assignment and contract duration**

- Kigali, Rwanda
- 100 % working time
- Duration: start as soon as possible, preferable August 15, 2022 until end of current project phase on 31.12.2024

### **General tasks**

As a member of the Coordination Team based in Kigali, he/she is responsible for the management and coordination of daily operations in the three project offices and for finance, HR/personnel management while ensuring timely financial reporting and dealing with external auditors.

### **Specific responsibilities**

1. The Regional Finance, Operations and HR Manager works under the direction of the Regional Team Leader and Managing Director and is in constant coordination with the Head Quarters CFO based in Switzerland and the Country Directors in Bujumbura and Bukavu. He/she supervises the Senior Accountant and the Chief Administration officers. She/he also oversees and ensures compliancy of the procedures implemented in the Country Offices in DRC and Burundi by remaining in constant coordination with national based accountants and administration officers.
2. Responsible for:
  - Ensuring accurate book-keeping by overseeing the accounting team and ensuring procedural compliance in both procurement and administration.
  - Managing regional weekly operations planning, follow up and monitoring in coordination with the administrative, accounting team;
  - Organizing quarterly regional planning meetings and technical team summits;

Description:

Dimensions: x