

## **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, 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 level and local authorities, vocational training institutions and other stakeholders.

In this context, Skat-PROECCO is seeking an experienced individual to fill the position of **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 Cheffe de Projet.

### **General tasks:**

- As a member of the Coordination Team, he/she is responsible for the management of daily operations in the 3 project offices and for finance, HR/personnel management

### **Specific responsibilities:**

1. Under the direction of the Cheffe de Projet and in exchange with the Regional Chief Entrepreneur Coach / Chief Technical Quality Assurer and the Local Outcome Managers, the Regional Operations Manager is responsible for:
  - Managing regional weekly operations planning, follow up and monitoring;
  - Organizing quarterly regional planning meetings and technical team summits;
  - Drafting the Yearly Plan of Operation;
  - Updating procurement procedures and serving as Chair of the Procurement Committee;
  - Implementing a regional crises / emergency response plan;
  - Revising and enforcing protocols for field missions.
2. Guide the Department of Administration and Finance in:
  - Streamlining all cross-border activity: team travel, equipment and machine transport, customs duties and border control, vehicle insurance, maintenance and registration, etc.;
  - Managing company registration and assuring compliance with labour laws and tax codes in Rwanda, Burundi and DRC;
  - Establishing stock inspection protocols for project materials and equipment;
  - Facilitating regional internal audits.
3. Assume responsibility for overall HR/personnel management:
  - Serve as primary liaison for Employee Representatives;
  - Update and ensure enforcement of the PROECCO Procedures Manual;
  - Draft and disseminate a PROECCO Personnel Manual;
  - Support Regional Chief Entrepreneur Coach / Chief Technical Quality Assurer and the Local Outcome Managers in defining and monitoring annual performance targets/objectives;
  - Organize Employee Annual Review process.

**Beginning of the assignment:** January 2020

**General qualifications required:**

- Degree in business administration or similar qualification relevant for the assignment
- Minimum of 7 years of experience in managing project operations, administration, finance and human resources;
- Fluency in written and spoken French and English (knowledge of Kinyarwanda, Kirundi or Swahili is an asset);
- Familiarity with the Great Lakes Region and its private sector and Government administrations;
- Ability to travel and operate unrestrictedly across the entire zone of intervention;
- Flexible and adaptable to changing environments;
- Ability to work on a variety of tasks at the same time.

**Preferred qualifications:**

- Experience working on donor projects in conflict zones;
- Experience in social/labour/livelihood and/or and business development in Africa;
- Experiences in SME development and related Business Development Services.

**Duration of Assignment**

The successful candidate will sign a contract for the position of REGIONAL FINANCE, OPERATIONS AND HR MANAGER for a period of 6 months renewable. There is a strong possibility for extension as the project is intended to run through June 2024.

**Deadline for Submission of Application**

Eligible and interested candidates should submit a letter of application and a detailed CV in electronic format with your name and "Operations Manager" in the subject line no later than December 31<sup>st</sup>, 2019 to:

Skat Consulting Rwanda, P.O. Box 1017, Kigali, Rwanda, attn. Ms Fatou Dieye; email fatou.dieye@skat.ch

To be considered, all candidates shall include the name and contact information of 3 references in their submission.