

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;

- Contribute to the drafting the Yearly Plan of Operation and to the 6-months and yearly reporting;
- Ensuring the compliance of procurement procedures and serving as Chair of the Procurement Committee; Coordinate the update of the procedure manual as needed.
- Implementing a regional crises / emergency response plan;
- Revising and enforcing protocols for field missions.
- Regularly dealing with the Country directors in DRC and Burundi and leading the Administrative – Accounting teams in the 3 countries

3. Guide the Department of Administration and Finance:

- Responsible for preparing month-end and quarter-end financial reporting package including revenue reports and chart & graph analysis of monthly and quarter-end results
- Maintain compliance with all internal control procedures surrounding financial reporting, including preparation of detailed documentation to support financial disclosures;
- Analyse monthly reports and following up with Overseas Finance on corrections needed
- Maintain sound cash controls on all bank accounts and petty cash
- Cash forecasting
- 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;
- Enforcing and, when needed, improving stock inspection protocols for project materials and equipment;
- Facilitating regional internal and external audits.

4. Assume responsibility for overall HR/personnel management:

- supervise the hiring process, from recruiting, interviewing, onboarding and hiring new staff
- Serve as primary liaison for Employee Representatives;
- Update and ensure enforcement of the PROECCO Procedures Manual;
- Ensure all HR policies are updated and adhered to
- Support the Regional Team Leader and the Country Directors based in DRC and Burundi in defining and monitoring annual performance targets/objectives;
- Organize Employee Annual Review process in collaboration with the Regional Coordinator and other members of the management in the 3 countries
- Ensure job descriptions are up to date and compliant with all regulations
- Develop training material and performance management programs
- Investigate employee issues and conflicts and brings them to resolution
- Payroll, home leave, sick leave responsibility and any other HR requirement

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; Previous experience as CFO or COO is an asset.
- Fluency in written and spoken French and English
- 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 depending on project's extensions agreed with the Swiss Agency for Development and Cooperation or new assignments awarded to Skat Consulting in the region, in principle until 31 December, 2024.

Application

Please send your application by email to jobs@skat.ch as soon as possible, latest until July 15, 2022. Please include contact details of reference persons for at least three recent relevant assignments. Questions on the position can be directed to Enrico.Morriello@skat.ch or Birgit.Toernell@skat.ch