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Country Manager

(Female candidates are encouraged to apply)

JOB DESCRIPTION

Job Title: Country Manager - Rwanda

Reports to: Executive Director

Location: Nyamata, Bugesera District

1. Organizational background and position objective

Africa Development Promise (ADP) is a US based international non-profit organization whose mission is to improve the lives and livelihoods of rural women in East Africa through training and resources that support their collective efforts to operate competitively in the marketplace. With programs in Rwanda and Uganda, we start with agriculture because seventy percent of women rely on subsistence farming for their livelihood or self-employment. We promote the cooperative model of enterprise because members can pool resources (money, labor, and knowledge) to create economies of scale; thus, reducing risks to individual members. Through our work, ADP is poised to touch most of the 17 SDGs but our potential to make the greatest impact lies within SDG 1: No Poverty, SDG2: Zero Hunger, and SDG 5: Gender Equality.

Working under the direction of the Executive Director, the Country Manager (CM) leads Africa Development Promise–Rwanda’s team to develop and execute high quality development projects in alignment with the organization’s mission, vision, and strategic goals. The CM serves as the primary representative of the organization and has overall responsibility for leadership, building an ethical cultural, planning, managing, and directing all aspects of the program.

ADP is looking for a highly motivated, self-starter who is passionate about our mission and sees themselves as an agent of change and not simply as a service provider/implementor or representative of nongovernmental organization.

Essential job functions and duties

Strategic Program Leadership:

- Promotes a clear vision of present and future program goals and strategies. Ensures that these are clearly communicated to staff, local beneficiaries, partners, local authorities, and donors
- Provides strong professional leadership to the country team in all aspects of its operations, assigning and delegating tasks as required
- Lead in the development and implementation of the Rwanda program strategic and operational plans and pro-actively contributes to evolving strategy in response to the ground realities.

Management and Administration:

- Provides overall management and technical direction of ADP program in Rwanda
- Ensures that country program follows all local laws and regulations
- Ensures that program activities are being implemented according to work plans and schedules
- Ensures quality, accuracy, and timeliness of program reports
- Conducts regular cooperative site visits to ensure that projects activities are progressing as planned.
- Ensures partnership agreements and MOUs are properly prepared, monitored and implemented throughout their timeframe
- Identifies and maintains a list of qualified cooperatives
- Updates ADP’s cloud-based Salesforce monitoring platform

- Verify and approve acquisition and delivery of all major purchases, liquidation of cash advances as well as the execution of sound cash management practices.
- Identifies opportunities for strategic partnerships with local government, private sector, and NGO partners that increase visibility, strengthen ADP's role in communities, and enhance program quality
- Represents ADP to current and prospective partners at public and private event
- Hosts official visitors to the ADP Rwanda program
- Reports immediately to the Executive Director any identified cases of fraud, theft, abuse, misconduct, or conflict of interest

Human Resource Management:

- Establishes a disciplined culture of performance, positivity, engagement, creativity, and work ethics
- Develops and maintains human resource information systems, including current job descriptions for all positions, personnel orientation and professional development plans, personnel evaluation, timesheets, annual leave records in keeping with ADP Rwanda's personnel handbook
- Ensures that ADP Rwanda HR policies follow applicable Rwandan rules and regulations (e.g., taxes, insurance, employment contracts, etc.), with documentation being provided to the ADP Denver office
- Recruit, hire, train and supervise ADP-Rwanda staff

Employment conditions:

- This is a one-year contractual position where continuation and renewal depend on performance and availability of funding
- This position is a five-day workweek of forty (40) hours
- ADP's office is based in Nyamata, Bugesera District in Eastern Province
- The employee is responsible for transportation to and from work

Qualifications:

- Bachelor's degree in business administration, management, organizational leadership, or relevant discipline. Master's degree is preferred.
- Sound understanding of rural women's agriculture issues
- Knowledge of financial management and internal controls in a development environment
- Excellent written and verbal English communication skills, is a must (will be tested)
- Experience working with an international NGO preferred
- Experience in establishing strong collaborative networks to achieve greater impact
- Strong problem-solving skills
- Energetic, self-starter and ability to undertake any tasks without intensive supervision
- Highly organized, efficient, and responsive
- Good planning and report writing skills
- Rwandan citizenship
- Hold a valid Rwandan driver's license
- Proficient computer literacy skills (Word, Excel, and Power point)

How to Apply:

Please submit a cover letter and CV outlining your skills, qualifications, and relevant experience that makes you an ideal fit for the position. In addition, provide salary requirements and name and contact information of three (3) professional references. Deadline for applying is **June 25th, 2021**. All applications must be sent via email to: info@africadevelopmentpromise.org with the position title in the subject line.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Africa Development Promise is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of gender, race, religion, national origin, or disability.