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| Rwanda Country Manager |

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| Grade | 3a |
| Salary |  |
| Hours: | Full Time |
| Location: | Rwanda (frequent travel) |
| Reports to: | Regional Director |
| Issue: | 09/11/2017 |

# About Challenges

As a group of Social Enterprises and a Charity (Challenges Worldwide) we know that if enterprises grow, everyone benefits through increased earnings and stable jobs leading to growth in the wider economy.

We provide innovative solutions that engage, grow and connect people to emerging opportunities for development and investment.

We believe that a thriving community of small businesses is the single most important driver to improve peoples’ livelihoods and encourage prosperity in emerging economies.

Our vision is to create an environment where small businesses can access the same quality of affordable services that have enabled international businesses to be so successful.

We are a social venture which aims to achieve this vision by providing business growth services and investment support to accelerate the growth of enterprises with potential for huge value addition in emerging economies, currently sub-Saharan Africa.

We also offer our network and expertise to international/British businesses looking to extend their reach quickly and efficiently into the areas where we operate.

In so doing, we believe we can deliver increased revenues/profits for our customers, new market opportunities for our partners and strong returns for us.

We work predominantly in sub-Saharan Africa providing support to SMEs, entrepreneurs and young people through a variety of practical, technology-led programmes.

***Incubation:*** suite of advisory, qualifications, events and support services

***Acceleration:*** an extended growth process for selected cohorts of entrepreneurs

***Consolidation:*** trade links and investment in high potential enterprises and markets

***Analytics:*** research and analysis identifying sector and market opportunities

***Business growth services:*** bespoke consulting projects with external stakeholders

# The Team

Challenges in country delivery arms work with enterprises and young people, constantly identifying needs and signposting opportunities from within regional and international markets. We create a coherent operating model that is able to deliver relevant information and support to the whole value chain from a local perspective.

The Project Management team is primarily responsible for the design and delivery of projects which are fully aligned with Challenges strategy of supporting the growth of SMEs.

The Business Development Team is primarily responsible for growing engagement with Challenges and diversifying income.

# The Role

In the **Project Management role** you will be responsible for the management of all assigned projects. Initially this will be the Rwanda Coffee project and the Climate Justice Initiative in addition to oversight and support for the International Citizen Service (ICS) programme. Estimated time allocation is 75%.

In the **Business Development role** you will support the work in engaging with new partners in Rwanda and developing new revenue streams in line with Challenges model of incubation, acceleration, consolidation, analytics and business growth services. Estimated time allocation is 25%.

# Skills, Experience and Personal Qualities

## Essential

* Bachelor’s Degree or equivalent experience
* Previous management/leadership experience preferably in an overseas capacity
* Strategic thinking and a track record of effective strategic management
* Experience of budget management and reporting
* Experience managing project teams
* Strong project management skills, including project development, monitoring and evaluation
* Deep understanding of enterprise development and entrepreneurship in the context of international development
* Ability to develop and maintain positive relationships with a range of partners
* High level of IT competence, particularly Microsoft Office
* Strong communication skills both verbally and in writing
* The ability to explain complex information clearly and simply
* Fluent written and spoken English

## Desirable

* Ability to develop and maintain positive relationships with a range of partners
* Flexible and adaptable with an ability to prioritise tasks and meet deadlines
* High level of motivation, able to work independently as well as part of a team
* An interest in private sector development in a developing country context

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

# Main Responsibilities

## Project Management

## Operational

* Responsibility for the effective delivery of project outcomes and outputs and that projects meet agreed timelines and are delivered within budget
* Ensure that regular project meetings are held with in-country partners and that effective communication channels are in place
* Manage and support the agreed allocations of roles and responsibilities between project partners and coordinate effective delivery
* Ensuring the effective design of business training and coordinate the delivery of all project training
* Manage and support logistical arrangements for CW project delivery roles and tasks
* Notify the UK in a timely manner of any need to alter or amend agreed project outputs

## Financial

* Manage project budgets, ensuring that projects expenses are handled according to budget, and that any significant variations are reported to the UK in a timely manner
* Maintaining recording keeping systems to document project expenditure and income from new revenue streams
* Ensure that record keeping complies with donor and Challenges UK requirements
* Establish robust financial management systems are in place for staff handling project expenses

## HR

* Recruit, induct and training staff necessary for the effective delivery of projects
* Ensure that any line-managed staff are supported in a clear runway, through Challenges’ performance management and development systems and in accordance with agreed HR policies and practises
* Support in identifying and securing the services of the most appropriate consultants for each project and ensure that any necessary pre-deployment briefings are carried out
* Ensure that adequate staff records are kept and that these comply with data management requirements

## Monitoring and Reporting

* Engage with relevant project M&E staff (CW and project partners) to ensure that robust monitoring and reporting on progress on all projects is carried out as per donor requirements
* Prepare and submit reports on all projects to the UK as required and according to donor schedules

## Communications

* Ensuring effective and regular communication with all project partners and beneficiaries is in place for sound project delivery
* Ensure that relevant qualitative and quantitative data from all operational activity is collated for both internal and external communication
* Work with the Communications team to develop an internal communications and marketing strategy
* Assist in generating and collating material such as case studies and social media posts

## Risk Management

* Responsible for identifying project risks and maintaining a risk register
* Responsible for alerting the UK, in a timely manner, to any significant project risks and proposed mitigation strategies to alleviate the impact of these risks

## Stakeholder Relationships

* Maintaining strong relationships with existing in-country stakeholders and partners and forging strong relationships with new stakeholders
* Represent Challenges externally as required

## Business Development

* Work closely with the Regional Director to actively source business opportunities in line with Challenges’ priorities and country contexts
* Support teams with the development of bids ensuring submission deadlines are met

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