

# COUNTRY DIRECTOR RWANDA (LOCAL POSITION)



SWISS  
FOUNDATION  
FOR TECHNICAL  
COOPERATION

*We create opportunities*

Swisscontact is an independent non-profit development organisation established in 1959 by representatives of the Swiss private sector and civil society. Our development work focuses on private sector-led, sustainable economic development with improved quality of life for all in developing and emerging countries. We work to strengthen the skills and enterprise eco-system to positively transform lives of individuals and foster the competitiveness of businesses.

Swisscontact is currently active in 41 countries with around 1100 employees with its headquarter in Zurich, Switzerland.

Swisscontact is present in Rwanda since 2014 and currently has a portfolio of 3 projects in the areas of skills development, labour market integration, economic development and sustainable agriculture. We are looking for a

## Country Director Rwanda (National Contract)

**Place of work:** Kigali, Rwanda

**Employment start:** 1<sup>st</sup> of May 2026 or by agreement

**Contract duration:** 3 years with option of renewal

Do you relish leading and mentoring a dynamic team of sharp professionals? Are you a development professional with an entrepreneurial appetite for designing and mobilise resource and partnership for scaling solutions to make millions of Rwandan Youth ready for the world of work in a cooler and greener climate? Are you steadfast in adapting your project management based on learning and evidence in a challenging context?

As Country Director you represent Swisscontact in Rwanda and serve as the organisation's most senior- leader in the country. You are accountable for ensuring the successful implementation of all projects, in terms of client satisfaction, high-quality technical delivery, and the achievement of development outcomes and business results. You lead the partnership and resource mobilization effort to ensure that the proven development solutions can be scaled sustainably. You will ensure that all operations, administration, and compliance systems meet internal policies as well as external legal and quality requirements. You provide strategic leadership to the country office and drive the development and diversification of the project portfolio, including leading and coordinating the acquisition of new projects in alignment with our regional and global strategy.

### Tasks

- **Leads the Swisscontact country office**, providing overall strategic, operational, and commercial leadership for all projects and activities within the country.
- **Responsible for developing and implementing the country strategy** in alignment with Swisscontact's global and regional objectives, ensuring the country office's long-term sustainability and growth.

- **Oversees the effective and efficient delivery of a diverse project portfolio**, ensuring quality, compliance, and achievement of results in line with donor and organizational requirements.
- **Sets direction and vision for the country team**, enabling managers and staff to deliver project results and organizational objectives (managing managers and teams).
- **Represents Swisscontact at the highest level with donors**, government, partners, and stakeholders, building and maintaining strong networks and strategic partnerships.
- **Fully accountable for the country office's financial management**, including planning, allocation, monitoring, and reporting of significant budgets. Ensures **robust risk management, compliance** with local laws and Swisscontact standards, and upholds the organization's reputation and values.
- **Drives organizational development**, talent management, and a culture of learning, innovation, and continuous improvement across the country office.
- **Acts as the primary ambassador and spokesperson for Swisscontact in the country**, safeguarding and enhancing the organization's profile and impact.

## Requirements

We are looking for a person of integrity with strong self-awareness, entrepreneurial spirit, eminent communication, networking and negotiations skills who is used to work independently and in fragile environments and takes accountability for his/her decisions and actions

- Strong leadership skills and experience in coordinating interdisciplinary and intercultural project teams
- At least 10 years of experience in leading and managing development projects and/or multi stakeholder initiatives in development cooperation, ideally in Private Sector Development and MSD
- At least 5 years of experience in resource mobilisation, business development, partnership development for NGOs
- Strong knowledge of the Eastern Africa context
- Strong proven experience of acquisition/business development (ability to develop proposals and new business)
- Experience with the Swiss and other bilateral international donors
- Either strong experience in working in or with the private sector or strong knowledge in managing economic development projects
- Strong network and good reputation with key donors, INGOs, NGOs, UN agencies and companies in Eastern Africa
- Excellent communication skills in English is a must, proficiency in French and/or Kiswahili will be an added advantage
- In depth understanding of all aspects of Project Cycle Management (including financial management)

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organizational culture: mutual respect, trust and teamwork.

We look forward to receiving your online application with the following documents: letter of motivation (please highlight one specific value addition that you will offer to Swisscontact Rwanda), curriculum vitae, diplomas and references. Please apply exclusively via the [online application portal](#). Application deadline is 10 February, 2026. We particularly encourage women to apply. For further information please visit [www.swisscontact.org](http://www.swisscontact.org).