

JOB ADVERTISEMENT

The Rwanda Interlink Transport Company (RITCO) would like to recruit staff for the following vacant position:

Post: Chief Shared Service Officer (1)

Key duties and Responsibilities

- Chief Shared Services Officer will be responsible for coordinating all activities related to the development, implementation, and review of the company's strategic plan in accordance with RITCO's vision and mission;
- Managing the administrative function of RITCO and coordinating office processes and procedures to ensure organizational and operational effectiveness and efficiency;
- Managing and overseeing all aspects under the functions of; Human resources, procurement management.
- Measure effectiveness and efficiency of operational processes both internally and externally and finds ways to improve processes;
- Lead the process of developing all operational procedure manuals required by RITCO;
- Support the Management Team with business planning activities, providing practical and creative input in the development of new business initiatives.;
- Design the current and future strategic and operational plans bringing discipline to the strategic decision-making process to manage the effective use of business resources.
- Acts as a liaison between RICTO and clients and/or other stakeholders.
- Provide mentoring to all employees, including management team members.
- Motivate and drive the teams and colleagues to achieve both the overall company targets and key performance objectives.
- Oversee and Coordinate with human resources departmental activities including recruitment, capacity building, and retention of company staff.
- Lead and supervise staff performance appraisal at the end of every financial year.
- Design an appropriate tool for setting periodic staff performance targets.
- Propose a motivation package for employees in terms of bonuses and other benefits to ensure staff retention
- Undertake any other task that may be assigned by the CEO.



Job Requirements and Qualifications

- Master's degree in Economics, Public administration and management, Trade, HR, and Business Administration;
- Must possess a professional qualification relevant to Procurement or Human Resources Management including Certified Human Resources Professional (CHRP) including or Certified Procurement Professional (CPP);
- 5 years of progressive working experience in the area of human resources and administration or Procurement in a recognized institution;
- Must have a good knowledge and understanding of human resource function, procurement, administration, and logistics management;
- Experience in accounts management, including budgeting, forecasting, and audit compliance;
- Must have good knowledge of IT (operating certain software);
- Experience in managing facilities and services for big organizations;
- A strong proven track record in relationship building and management;
- Strong analytical and problem-solving skills;
- Experience in organizational performance management systems;
- Experience in Monitoring and Evaluation Frameworks;
- Excellent communication and interpersonal skills;
- Fluent in English /French and Kinyarwanda;

Interested candidates are requested to submit their application letters together with detailed CVs and academic certificates, medical certificate and a copy of ID at recruitment@ritco.rw not later than Thursday, February 6th, 2025 at 5:00 PM. Only candidates who meet the above requirements will be shortlisted.

Done at Kigali, on 16/1/2025.


NKUST Godfrey



Chief Executive Officer

