



Mission

To invest in the dreams of families in the world's underserved communities as we proclaim and live the Gospel.

Method

We share the hope of Christ as we provide biblically based training, saving services, and loans that restore dignity and break the cycle of poverty.

Motivation

The love of Jesus Christ motivates us to identify with those living in poverty and be His hands and feet as we strive to glorify God.

Country Director, Rwanda SG

JOB DESCRIPTION

The Country Director (CD) is the head of HOPE International's Rwanda Savings Group Ministry (SGM) operations. The CD oversees all church partnerships and ensures operations are in line with the SG mission, model, methodology, and strategic plan.

LOCATION:	Kigali, Rwanda
DEPARTMENT:	Savings Group Programs
REPORTS TO:	Regional Director (RD), East Africa
MANAGES:	Spiritual Integration Coordinator, Trips and Events Facilitator, Operations Manager, and Finance and Administration Manager
BAND:	Senior Professional
STATUS:	Full-time local employee

FULL SUMMARY

The Rwanda CD has full responsibility to ensure a sustainable and growing high-impact SGM (savings group ministry), manage HOPE's partnerships in Rwanda, and ensure that Spiritual Integration and Christian witness are core elements of the SGM program. Working in conjunction with the RD, the CD has responsibility to set goals, ensure that appropriate resources are in place, and achieve or exceed these goals, leading to the overall realization of the mission of the HOPE Rwanda program.

RESPONSIBILITIES

Promote and contribute to the fulfillment of HOPE International's mission and vision.

Mission and Objectives

Achieve or exceed the annual goals for Rwanda SGM within the approved expense budget, as agreed through the annual planning process and approved by the HOPE Board.

Ensure Rwanda SGM operations comply with HOPE's SGM Operations Manual.

Relationship Management

Oversee and proactively manage current and new partner relationships between HOPE and partners in Rwanda to support program growth and sustainability.

Lead the identification, selection, and evaluation of potential ministry partners, including feasibility review with the RDs and CSU SG Operations team. Ensure MOUs with new and existing church partners are reviewed, updated, signed, and active in consultation with the RD.

Provide programmatic support to program staff through high level oversight as well as hands on training, assessment, certification, motivation, guidance, and logistics support.

Spiritual Integration and Christian Witness

Develop and implement a spiritual integration plan for the Rwanda program with clear goals and metrics to measure progress.

Establish devotion and prayer plans among staff associated with the HOPE SG program to maintain focus on the program's Christ-centered mission and promote spiritual growth among staff, group members, and other associated parties.

Ensure a healthy spiritual balance within your family, work, and church life through the adoption of Biblical, personal, and spiritual disciplines.

Contribute to bearing witness to Christ and His Kingdom through who we are, how we work and how we serve the church

Engage actively in bi-weekly devotions, monthly meetings, and quarterly retreats for HOPE staff to maintain focus on the program's Christ-centered mission and to foster spiritual growth among HOPE staff and partners.

Planning

Develop five-year strategic plans, annual business plans, annual budgets, and mid-term reforecasts for SGM program growth, and submit them to the RD and CSU-SGM leadership for approval.

Ensure that church partners complete a Ministry Funding Proposal (MFP) for any new ministry activities each year as part of the budget planning process.

Collaborate with HOPE's RD and CSU SGM team to ensure Rwanda SGM follows HOPE's SGM expectations and industry standards.

Set appropriate performance and social metrics and targets for achievement.

Provide correction, guidance, and support when and where the program deviates from the approved methodology; and

Establish and implement a strategy for sourcing the appropriate resources (people, financial, etc.) needed to achieve the goals outlined within the program's plan. This should include the creation of a program budget to be submitted to HOPE during its annual budgeting process.

Financial Management

Adhere to the approved Financial Manual for all financial management related to HOPE Rwanda and the church partnerships' activities.

Submit requests for funding to HOPE in a timely manner with appropriate back up to ensure resources are made available at the appropriate time.

Review and approve church partner Quarterly Action Plans (QAPs), transfer funds in a timely manner, and ensure program goals are achieved within the approved budget.

Human Resource Management

The CD is ultimately responsible for all human resources management activities for HOPE head office staff including but not limited to performance reviews, negotiating and approving employment contracts, and approving changes in HR policies.

Ensure that highly passionate and skilled employees are recruited, retained, and motivated.

Develop and implement workforce planning strategies to ensure adequate staffing levels and skills for current and future needs.

Conduct an annual succession planning exercise to identify and develop successors for key leadership and critical roles.

Conduct annual compensation review to ensure fairness, competitiveness, and alignment with organizational goals.

Hold regular staff meetings with HOPE Rwanda head office staff and church partner staff, as needed.

Reporting

Provide support to the church partnerships by assisting in the continued development and implementation of a set reporting format for SGM activities.

Ensure that HOPE and the church partners' reporting deadlines and standards are met as set out in the reporting requirements

Provide reports as needed for donors, auditors, and other parties; and

Meet regularly and provide updates to the RD to review status of progress toward goals and to address issues.

Systems, Assets and Risk Management

Establish systems and standard operating processes and procedures for the operational management of HOPE Rwanda which ensure that risk for the organization is minimized.

Ensure systems are in place or are developed to review, expose, report, and eliminate areas of risk within the organization; and

Ensure that HOPE Rwanda's assets are secure and well-maintained

Governance

Ensure HOPE Rwanda SGM complies with local labor, entity registration, and tax laws, including all required legal, registration, and tax documentation.

Manage HI Rwanda as an entity recognized, registered, and compliant under the appropriate laws of Rwanda.

Complete all required processes and documentation to ensure HOPE Rwanda is properly registered and remains legally compliant with Government of Rwanda laws.

HOPE International Network Representative

Represent HOPE's various interests and potential partnerships within Rwanda by proactively developing relationships with like-minded Christ centered organizations and pursuing existing relationships that may result in mutually beneficial partnerships.

Show hospitality to visitors from the HOPE network or related parties by creating timely itineraries, overseeing ground logistics, and representing HOPE and its mission clearly in visitor communications.

Attend HOPE's Annual Leadership Summit at the discretion of the Senior Director of the Savings Group Ministry to facilitate lateral learning and relationship building among the programs within HOPE's network.

Other Duties

Perform other duties as requested by the Regional Director (RD) or CSU.

QUALIFICATIONS

Personal confession of Christian faith, active engagement in a local church, and passionate commitment to the mission and vision of HOPE International.

Demonstrated experience at the senior leadership level in international development work or a minimum of 5 years of successful business experience at a senior management level; A minimum of two years of experience in international development work. Experience in managing and developing savings groups an added advantage.

Skilled leader, with a strong understanding of workplace relationships, excellent church relations, and the ability to relate to and effectively motivate staff

Fluent in English, Kinyarwanda, and French

Excellent written, verbal and computer-based communication skills

Passionate to help people that have been brought low by poverty or other circumstances to regain hope, dignity, and the ability to support themselves and their families

Highly flexible and resourceful

Experience working cross-culturally and a high degree of cultural intelligence

Assertive self-starter with demonstrated ability to work independently and in collaboration with a team

Qualifying degree in Project Management, Social Development, Business Administration, International Development or relevant field of study

Experience in microfinance programs, banking, or savings groups is strongly preferred.

Demonstrated local experience in and understanding of the country of Rwanda

HOW TO APPLY

Apply online at hopeinternational.org/take-action/careers. Due to the anticipated volume of candidates, we are unfortunately unable to respond to phone calls or individual inquires.