



GUTEZA IMBERE UBWUBATSI BW'AMAZU Y'UBUCURUZI
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CONCERN: JOB ANNOUNCEMENT

Position : Manager
Location : Kigali, Rwanda
Position Grade : NA
Position Number : NA
Posting Date : 4th December 2025
Closing Date : 18th December 2025, at 4:00 pm

The management of COOPERATIVE DUHAHIRANE GISOZI located at Kigali City, GASABO District, GISOZI Sector, MUSEZERO Cell, GASAVE Village-Gakiriro; has the pleasure to invite interested candidates on the Position of the Manager of the Cooperative for interview, as mentioned above.

The position's details; job purpose, key functions, line authorities, competencies, skills and how to apply 's requirements are stated below.

a) JOB PURPOSE:

The Manager mainly helps the Cooperative to meet its vision, mission and objective in general, and in particularly its customer acquisition and revenue growth targets by keeping the Cooperative competitive. He/she will be responsible for maximizing the Cooperative' sales team potential, making sales plan and justifying those plans to the upper management.

b) Key functions:

Strategic management -

- Develop and recommend strategic plans targets and performance strategies to the Board that ensures the Cooperative's profitable growth and overall success. This includes updating and making changes as required and involving the Board in the early stages of developing strategy.
- Conduct performance evaluations and support professional development

- Successfully implement the corresponding business and operational plans. Review and report regularly to the Board on the overall progress and results against operating and financial objectives and initiate courses of action for improvement. This should include identification of future opportunities and threats.

Operation management

- Oversee day to day operations to ensure efficiency and quality
- Develop annual operating forecasts of revenue, expenditures, operational results and financial performance and ensure financial growth of the Cooperative.
- Develop annual capital commitment and expenditure budgets for approval by the Board and General Assembly.
- Authorize commitment of corporate resources. Enter into agreements, contracts, leases, etc. in the ordinary course of business, in order to pursue the approved strategies, business plans, and objectives of the Cooperative, provided however, that major commitments, exposures, and risks will be reported to the Board on a regular and timely basis, and obtain approval where necessary.

Human resource management and development

- Build an effective management team, developing their professional knowledge and skill, while holding them accountable for key areas of delivery. Through the management team ensure that functional activities are carried out cost effectively.
- Develop and maintain a sound, effective organizational structure, and ensure capable management succession, progressive employee training, employee motivation and development programs.

Relationship management

- Ensure effective communications and appropriate relationships are maintained with the shareholders of the Cooperative and other stakeholders such as customers, industry, employees, the financial community, regulators, governments, non-government organizations, communities in which Cooperative Duhahirane Gisozi operates, suppliers, and media.
- Manage and oversee the required interfaces between the Cooperative and the public and act as the principal spokesperson for the Cooperative.

Compliances, risk management and corporate governance

- Keep the Board fully informed on all aspects of the Cooperative's operational and financial affairs, and on all matters of significant relevance to the Cooperative including those items emanating from governments and regulators on issues such as fiscal, and environment policies, legislation affecting operations and regulating oversight, etc.
- Authorize and ensure that effective control and co-ordination mechanisms for all operations and activities are in place including the establishment and development of effective internal controls over financial reporting.
- Ensure the Cooperative's assets are adequately safeguarded and optimized in the best interests of the shareholders.
- Maintain a high level of integrity, work ethics and Corporate Governance standards

c) **Line authority**

Reports directly to the “**President of the Board of Directors**” of the Cooperative (Conseil administration)

d) **Competencies:**

- Have at least a post-graduate (Master's) degree in Economics, Management, or Statistics or Accountancy or equivalent from the recognized university securing first division or above or a CA/ ACCA/ and CPA with graduation from the recognized institution
- Proven certificate of successful previous professional experience of at least three years on leadership position,
- Excellent organizational skills; ability to prioritize own work program and ability to deliver assignments in a timely and efficient manner;
- Very good interpersonal skills; ability to establish and maintain effective working good relations in a multicultural environment;
- Excellent written and verbal communication in English or French with a working knowledge of the other language.

e) **Skills:**

- Strong communication skills are required and must possess strong work ethics, solutions oriented and team work attitude,
- High computer skills (MS Office package), etc.

f) **HOW TO APPLY:**

Interested/invited candidates should submit their application through (cooperativeduhahiranegisozi@gmail.com) and copy to kstraton1964@gmail.com including a cover application letter, curriculum vitae including three persons of reference, copies of degrees/certificates. In his/her cover letter, the candidate is welcome to explain any parts of his/her professional, academic, or personal life experience that truly motivate him/her to pursue this job.

SHIRIBUTE Eric
Chairperson of Board of Directors
Cooperative Duhahirane Gisozi

