JOB VACANCY

MANAGING DIRECTOR

KAIZENMIND

JOB OVERVIEW

The Managing Director is responsible for the overall leadership, growth, and sustainability of RITE Pharmacy.
The role ensures reliable medicine supply, strong financial performance, effective people management, and expansion of the pharmacy network while maintaining compliance with professional, insurance, and regulatory requirements.

KEY RESPONSIBILITIES

STRATEGIC LEADERSHIP & BUSINESS GROWTH

- Develop and monitor the strategic plan for RITE Pharmacy
- Identify new opportunities for revenue growth, partnerships, and service expansion
- Oversee implementation of strategic initiatives across all departments
- Standardize operational procedures across all branches to ensure consistent service quality.
- Develop and maintain relationships with key commercial partners, insurance providers, and suppliers to secure favorable terms and new collaborations.
- Engage potential partners (telecoms, insurers, suppliers, etc.) for commercial opportunities.
- Analyze market trends, competitor performance, and customer demand to recommend strategic actions.

SUPPLY CHAIN, PROCUREMENT & TECHNICAL SUPPORT

- Provide technical support to pharmacists on medicine sourcing and availability
- Coordinate medicine procurement, including requests from abroad
- Link pharmacists with reliable local and international suppliers
- Support purchasing decisions using personal and professional networks
- Review and approve medicine requisitions to avoid overstock and expiries
- Support emergency sourcing of medicines during shortages
- Monitor supply risks and propose alternative sourcing solutions

FINANCIAL OVERSIGHT & INSURANCE FOLLOW-UP

- Approve major payments, cash transfers, and e-banking transactions
- Ensure availability of cash for urgent operational needs
- Review financial performance reports and key indicators
- Ensure strong cash flow management across all branches
- Analyze reports from the accounting team (purchases, supplier payments, expenses).
- Follow up on payments from insurance companies



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STAFF DEVELOPMENT & PERFORMANCE MANAGEMENT

- Provide leadership and guidance to senior management and pharmacy teams
- Support recruitment and replacement of staff when gaps arise
- Mentor pharmacists and managers through coaching and knowledge sharing
- Promote accountability, discipline, and teamwork across branches
- Support training and skills development initiatives

REQUIREMENTS

EDUCATION & EXPERIENCE

- Degree in Medicine, Pharmacy, Public Health or a related health field,
- **AND** a degree in Business Administration, Project Management, or a related field.
- At least 10 years' experience in pharmacy operations, healthcare management, or business leadership.

SKILLS & COMPENTENCIES

- Strategic thinking & Planning – Ability to set priorities and translate plans into actions and ability to align operational decisions with business development objectives.
- Decision-Making – Ability to make timely and sound decisions under pressure
- People Leadership – Ability to guide, support, and hold teams accountable
- Business Growth & Development – Ability to identify opportunities, build partnerships, and expand operations.
- Market Analysis – Ability to analyze trends, competitor performance, and customer needs.
- Pharmacy Operations Knowledge – Ability to understand pharmacy workflows, medicine availability challenges, and compliance needs
- Supply Chain Management – Ability to manage medicine sourcing, imports, and supplier relationships
- Financial Oversight – Ability to read financial reports and manage cash flow risks
- Insurance Systems Knowledge – Understanding insurance terms, reimbursement cycles, and recovery processes
- Negotiation Skills – Ability to negotiate with suppliers, insurers, and partners
- Risk Management – Ability to anticipate supply, financial, and operational risks
- Communication Skills – Ability to inspire and communicate clearly with pharmacists, staff, and partners

APPLICATION

Application link & QR Code **Click here**

Submission date **25th Nov 2026**

Sector **Healthcare**

Location Kigali - Rwanda

PWD highly encouraged to apply

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