



Job opportunity
Operations Manager
Rwanda

Deadline for applications: 7th November 2021

VVOB is an international NGO with programmes and projects in 10 countries worldwide. Our head office is based in Brussels, Belgium.

When you join VVOB, you become a key player in VVOB's mission to ensure quality education as a key enabler for achieving the sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure capacity building of governmental and other education actors.

*VVOB is currently looking for an **Operations Manager** who will provide strong operational leadership work for VVOB's multiyear programmes from 2022-2026 which aim to improve the quality of education in Rwanda's pre- primary and basic education sector.*

Do you want to take on this challenge? Then continue reading!

In Rwanda, VVOB works in cooperation with Rwanda Basic Education Board (REB), and the University of Rwanda – College of Education (URCE). The Operations Manager will provide strong operational leadership work for VVOB's multiyear programmes from 2022-2026 which aim to improve the quality of education in Rwanda's pre- primary and basic education sector.

For more information on VVOB in Rwanda and our programmes, please visit our [website](#).

The ambition of VVOB is to ensure learners around the world enjoy their fundamental human right to quality education, without exception. In striving for that ambition, we place our values 'commitment', 'integrity', 'respect', 'quality' and 'innovation' central.

As an Operations Manager you contribute to this ambition and these values by setting up, managing, executing, monitoring, and optimizing our operational systems and guiding the operations team (Finance, Procurement, HR, Logistics). As a key member of the management team, you know how to inspire direct reports to grow and change with us and you easily navigate between operations and strategy.



The Operations Manager reports to the Country Programmes Manager. You are part of and working closely with the other members of a country's management team and you are responsible for the operations department, thus managing all possible direct reports within this department. Furthermore, you work closely together with the operations departments at the Head office.

If you're our Operations Manager, your work week at the office will include the following highlights:



- You have a meeting with the country programmes manager, to highlight key requirements of, and start drafting the budget for a multimillion-dollar project we're trying to secure.



- You have a discussion with the country team to give an overview of the operational strategy for the year, the result areas per programme and how expenditure rates will be tracked. You draw up an action plan for operational goals per Quadrimestre.



- You have a meeting with the HR officer to draw up a recruitment plan for new staff including recruitment procedures, contracting, and onboarding.



- You review the current VVOB Rwanda policies governing our procurement, finance, administration and HR functions for adequacy, revision, and compliance with relevant global policies and country laws;



- Lunch! A perfect time to nurture relationships with your operations team and identify ideas for the next team learning event;



- You log into a meeting with an international supplier to discuss the procurement of an IT system to digitise VVOB Rwanda's document flow process from purchase request -purchase order- payment approval and upload to SharePoint;

- You respond to a policy note sent by the VVOB Directors on the new operational objectives for VVOB in 2022-2030, giving highlights of how VVOB Rwanda will contribute to these objectives.

Still on board? You might just be the person we need... Read on for the specifics.

1. You maintain strengthen and oversee effective systems and procedures for HR management, and you manage HR policies and procedures aligned with global VVOB standards and local laws.
2. You maintain, strengthen, and oversee effective systems and procedures for financial management, reporting and auditing and you manage finance policies aligned with global standards and local laws.
3. You oversee the procurement, logistics, office IT and administrative functions ensuring value, efficiency, and compliance of the organization to local and global policies. You review and manage contracts with suppliers and staff and ensure their compliance VVOB procedures and relevant country laws.
4. You provide strong organizational leadership (on-the-job mentoring, coaching, capacity development, change management) for your direct reports and you foster good relationships with and between partners and teams, supporting a positive organizational culture. Leading by example, you represent our organization towards external partners and stakeholders in the domain of HR, finance, procurement, and operations.

As the Operations Manager, you will also perform any other duty assigned by supervisors in line with the position holder's capacities.

Competency profile

VVOB Core competences: (Level 1 = Basic; Level 2 = Intermediate; Level 3 = advanced)

Competence	Level
Cooperation	3
Continuous Improvement	3
Result Orientation	3

Role competences:

Competence	Level
Reliability	3
Giving Direction	3
Communication skills	3
Agility	3
Vision building	2



Who are you?

Your expertise and experience

Essential:

- Master's degree in business management, accounting, law, public admin, HR management or related field or equivalent experience
- 5 years of Operational management experience in at least 2 out of 3 of the following result areas of : Finance, HR, procurement
- Experience in leading multicultural and effective teams
- IT expertise: bookkeeping software, Office 365, spreadsheet skills, managing IT systems
- Language skills: English CEFR Level C1
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Nationality: Rwandan national

Location: Kigali, Rwanda

Start date: as soon as possible



What we're offering:

- A dynamic working environment in an international context
- An exciting job with varied responsibilities
- Professional development opportunities
- A competitive salary and benefits package

What's next?

Electronic applications will be only considered. Submit a motivation letter clearly telling us why you are suitable for this position, and a current CV addressed to VVOB Country Programmes Manager to [recruitment.rwanda@vvo**b**.org](mailto:recruitment.rwanda@vvob.org) no later than 7th November 2021 at 5PM (Rwanda time).

More info: For more information, please contact [recruitment.rwanda@vvo**b**.org](mailto:recruitment.rwanda@vvob.org)





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