

# RDIS

Rural Development Inter-Diocesan Service  
A Holy Soul in a Healthy Body

Reg. No. : 13/RGB/NGO/2015

Box 142 MUHANGA

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## Recruitment of the Managing Director for RDIS Company

**Background:** The Rural Development Inter-diocesan Service (RDIS) with registration No. 13/RGB/ NGO/2015 is a Non-Governmental Organization (NGO) for promoting sustainable and holistic development in four dioceses of the Anglican Church of Rwanda: Butare, Cyangugu, Kigeme and Shyogwe. RDIS activities are concentrated in Southern Province and part of Western Province of Rwanda where the four Dioceses are located. The head office of the Organization is located in Muhanga District, Southern Province.

Given that RDIS grows in size, capacities and partnerships, there are opportunities that can be beneficial to ensure its organisational sustainability. Therefore, RDIS thought of registering a "Social Enterprise" "a private company limited by guarantee", which will allow the organization to generate profit and retain the surplus income for reinvestment or use it to promote the non-profit objectives. To this end, RDIS would like to recruit a highly qualified Managing Director to run the daily activities of the company.

**Job summary:** Overseeing the activities of RDIS Company. He/ She will be responsible for the management of the company's resources as well as the establishment of strategic goals and formulating plans to make sure those goals are met.





## Job responsibilities

- Representing the company and looking for investors and donors to enhance the portfolio of activities
- Managing relations and cooperation with all stakeholders
- Meeting company's objectives and targets
- Evaluate overall programme progress; identify weaknesses, bottlenecks and potential problems. Collaborate with the stakeholders to resolve issues and/or advise the Board of Directors on resolutions to ensure delivery of results as planned
- Provides guidance for workers as needed and approves training opportunities
- Implements company policies
- Marketing and making visible the company within and outside the country
- Developing company's business plan for effective work
- Strives to increase the productivity
- Creates initiatives to take advantage of market opportunities, reduce operational threats, forestall business risks, and maximizes core strengths
- Ensures customers' needs and concerns are met
- Conducts regular evaluations of services and products and reports to the BoD
- When necessary, sets up new system and maintains existing systems for sales, inventory and training
- In close collaboration with the ES of RDIS recruits and train new employees
- Report to RDIS Executive Secretary on quarterly, half year and annual basis with always copies to eligible bodies as may be determined by RDIS General Assembly Meeting
- Ensure good relationships with stakeholders of the company
- Liaisons with Board of Directors to make sure all efforts are in alignment
- Perform another task in line with job responsibilities

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### **Qualifications and experience:**

- A Rwandese by Nationality holding at least a Bachelor's degree in business administration, management and other related field
- Experience of at least 3 years in a managerial or administrative position or similar business
- Having approved honesty trustworthy in the previous employment
- Highly organized and self-motivated, able to work efficiently, independently, as well as working collaboratively with others.
- Proficient in computer skills
- Abilities in written and spoken English and Kinyarwanda
- Abilities in written and spoken French
- Leadership abilities
- Strategic thinking
- strong analytical and problem solving skills

**Personal Skills:** strong relations management abilities, proactive, resourceful , solutions and results oriented, truthful, commitment, determination and perseverance driven, critical thinking abilities, productivity management, business development, management experience is a requirement while experience in solar energy at a managerial, holding a driving license is an added value.

**Job location:** Based in Muhanga District (Town) - Southern Province- Rwanda.

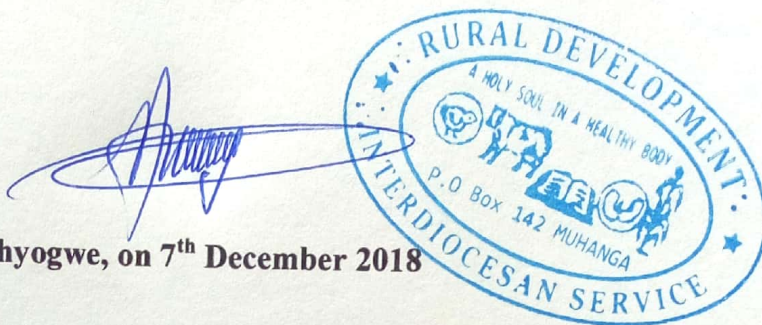
**Values:** Respectful, showing integrity, diversity, commitment to excellence, adaptability, ability to perform under stress, innovation, building relationships, working in partnership, teamwork, facilitating change. To assure that the candidate fulfil these values, the Church leader recommendation letter is a must.

**Announcement of results:** Two hours after the exams, results will be communicated for the candidates to return knowing who will have passed.



## How to Apply

Please send your updated CV with at least two referees and your job application letter in English to [office@rdis.org.rw](mailto:office@rdis.org.rw). The closing date for applications is **17<sup>th</sup> December 2018 by 5:00 pm**. Shortlisted candidates will sit for a test on **20<sup>th</sup> December 2018 at 8:00**.



**Done at Shyogwe, on 7<sup>th</sup> December 2018**

**By Viateur NTARINDWA, RDIS Executive Secretary**