

## COUNTRY PROGRAM MANAGER - RWANDA

The Eastern Africa Grain Council (EAGC) is a membership-based organization registered in Kenya with country offices in Uganda, Rwanda, Burundi and Rwanda. Our members are key stakeholders and players in the grain value chain including cereal growers, millers and processors drawn from within and outside the East Africa States. Our core mandate is to develop and promote orderly structured marketing systems and provide market information for grains so as to reduce transaction costs and eliminate barriers' to regional trade

We seek to fill the advertised position with an individual who is analytical, has good organizational skills, development skills, and is capable of working independently or as part of a team. The successful candidate should be highly professional, self motivated and a proven high achiever with good leadership skills.

Reporting to the Regional Manager - Marketing Information and Communications, the successful candidate will be responsible for the following amongst others:

- Coordinate, manage and implement the EAGC Rwanda annual work plan.
- Coordinate, manage and ensure implementation of EAGC Rwanda programs and projects in line with the established company procedures and processes.
- Co-ordinate EAGC Rwanda policy advocacy agenda.
- Manage all EAGC Rwanda Staff, partnerships and outsourced consultants and to improve the Council's sustainability.
- Manage EAGC Rwanda budgets including fund raising for projects.
- Provide strategic direction on Membership growth, communication and ensure their involvement in EAGC programs and activities.
- Manage all administrative functions of the EAGC Rwanda office including maintaining existing financial systems like petty cash, expenses, mileage claims, income & expenditure records, processing all payments and monthly bank reconciliations.

### **Qualification, Skills and Experience:**

- A bachelor's degree in Agriculture, Agri-business Management, Economics, Business Administration, or related field (a master's degree will be an added advantage)
- 5 years' experience in the agricultural or grain sector.
- Computer literate.
- Team player.
- Good report writing skills.
- Donor Intelligence and Fund Raising skills.
- Excellent communication and interpersonal skills.
- High integrity, initiative and highly organised.
- Capacity to manage several tasks simultaneously, be flexible and be willing to assume a range of unanticipated assignments.

If your background and competence match the above specifications, please send your application demonstrating how your experience matches our requirements. It should include an updated C.V., your current remuneration package, valid email address, daytime contact number and full contact details of 3 referees including day time telephone number to: [hr@eagc.org](mailto:hr@eagc.org) by **5<sup>th</sup> May 2016**. Only shortlisted candidates will be contacted.

