



## Employment Opportunity

### Director of Operations The Wellspring Foundation for Education [www.thewellspringfoundation.org](http://www.thewellspringfoundation.org)

#### Job Description:

The Wellspring Foundation for Education has a mandate to be a catalyst for transforming education in Africa and to foster vibrant communities that address poverty in all its forms. Headquartered in Langley BC, Canada, and expanding in Rwanda and Eastern Africa, Wellspring is a growing development agency, focusing on innovative solutions to address the need to empower a new generation and bring transformational change through quality Christian values-based education.

The Wellspring Foundation for Education is currently working in the districts of Gasabo and Rubavu through our innovative School Development Program to support educators, leaders, and the school community in the provision of quality education (SDP).

The Director of Operations will provide effective and timely management and oversight of human resources, financial reporting, legal compliance, and operational management, and as such will contribute to our smooth, efficient and cost-effective operations in Rwanda. She or he will provide effective leadership of the Finance and Operations team and be a key member of the Rwanda Leadership Team.

**Reporting to:** Country Director Rwanda

**Provides direct line management to:** Senior Manager Finance, Rubavu Finance and Operations Manager, Logistics Manager, ICT Officer

**Working closely with:** Director of Policy and Programs (DPP), Senior Program Managers

**Key external relationships:** Rwanda Governance Board (RGB), Rwanda Revenue Authority (RRA), Joint Action Development Forum (JADF) coordinators, Network of International NGOs (NINGO).

**Work Location:** Based in Wellspring Foundation for Education offices in Kigali, Rwanda with frequent travel to field offices.

#### Specific Responsibilities:

##### Human Resources

Oversee the development and implementation of all policies, following (where necessary) consultation with labour law advisors and the local country management team. Ensure local labour law requirements and HR policies and standards are met and implemented.

Manage timely recruitment of all staff, consultants and volunteers in Rwanda. Ensure all recruitment follows procedures laid out in HR manual. Ensure induction is delivered to new staff.

Ensure that new staff are added to payroll and that personal salary details are kept confidential. Pay reviews are conducted in collaboration with the Senior Manager Finance and Country Director.

Review staff contracts in the event of changes in the Labour Law with the assistance of the Country Director/legal adviser. Ensure that contract and staff files are kept safely and confidentially.

Work with Country Director to ensure that staff have personal development plans, and actively identify opportunities for staff learning and development (such as attendance at training courses, self-directed learning, mentoring and cross-team working).

### **Financial stewardship, oversight and reporting**

Provide oversight of finances in Rwanda, supported by the Senior Manager Finance.

Signal and advise Country Director on issues regarding the financial status of programs and participate in the discussion with relevant program managers.

Ensure that Wellspring activities are conducted within available financial resources and constraints ensuring strong value for money and program efficiency.

Contribute to development of annual budget, maintenance of financial operations and compliance with finance policies.

Work with the Country Director and Director of Policy and Programs to identify and pursue funding opportunities to support Wellspring's work in Rwanda.

Lead on financial reporting for donors and government authorities.

Works alongside Senior Manager Finance to build greater financial understanding among our senior program management staff.

### **Legal compliance in Rwanda**

Ensure all legal requirements of Wellspring as an international NGO in Rwanda are met.

Lead on the re-registration and reporting processes with Rwanda Governance Board.

Lead on ensuring that our Rwanda office is fully audited locally in compliance with Rwandan law.

Ensure that Wellspring in Rwanda is fully compliant with Rwandan tax law.

Ensure that Wellspring in Rwanda is fully compliant with Rwandan labour law.

### **Operational Management**

Oversee the smooth operational logistics, support services and facilities management for all office locations of Wellspring in Rwanda, through the Logistics Manager, Rubavu Finance and Operations Manager, Office Assistants and other support staff.

Lead on coordinating logistics for visits from international donors, potential donors, and other guests interested in the work of Wellspring, including but not limited to the annual 'Vision Trip'.

Manage the ICT support staff for all office locations in Rwanda.

## **Team Leadership / Membership**

Act as a key leader for the country office, fostering organizational culture.

Participate as a key member of the leadership team of the country office.

Provide empowering servant leadership for the Finance and Operations team.

Provide direct line management to the Senior Manager Finance (Senior Manager Finance and Operations), Logistics Manager, ICT Officer, Finance and Operations Manager Rubavu.

Liaise and collaborate effectively with North America finance colleagues as necessary.

## **Accountability, Spiritual Development and Personal Training**

Attend Rwanda staff meetings, retreats and training events as required.

Lead team weekly devotions from time to time.

Seek to manage her/his own personal and professional development.

## **Requirements for the role**

### **Qualifications**

1. A recognized advanced degree, or the equivalent in training and experience plus a Bachelor's degree (required)

### **Experience and Skills**

2. At least 6 years relevant experience in a similar operational leadership role.
3. Experience in HR management (required)
4. Experience in reporting to donors and government (required)
5. Experience in financial management (required)
6. Experience in managing multi-site operations, planning, resources, and risk (desirable)
7. Excellent written and verbal English-language communication skills, ideally to an equivalent of an IELTS Level 6. The ability to write comprehensive reports and clear emails (required)
8. Proficiency in Kinyarwanda and French (desirable)

### **Personal and Spiritual Qualities**

9. Committed Christian with a clear demonstration of living out their faith (required)
10. Leadership qualities, including encouraging, facilitative, enthusiastic, an initiator and a doer
11. Ability to act as both team leader and part of a wider team
12. Willingness and ability to adapt to new situations
13. Optimism and creativity
14. Effective interpersonal and supervisory skills
15. Effective time management skills

### **Other**

16. Ability and willingness to travel nationally and internationally (required)

**If you believe you would be the right fit for this role, please send:**

1. A Curriculum Vitae (CV) **(max 3 pages)**
2. A word processed cover letter explaining why you feel you would like this job and including a statement of faith\* **(max 2 pages)**
3. Details of 2 professional referees and 1 referee from your place of worship.
4. Please do not send any other documents at this stage.

**Applications can be sent by email to Wellspring Rwanda Country Director Libby Karangwa-Miles: [libby@thewellspringfoundation.org](mailto:libby@thewellspringfoundation.org)**

**Application deadline:** 5pm Sunday 30<sup>th</sup> December

**Anticipated Start date:** February 2019, as soon as possible

Please note that applications will be considered on a rolling basis and the initial interview process may commence before the applications deadline if suitable candidates are identified. First round interviews will take place at our office in Kigali or via Skype if necessary.

All applicants will receive acknowledgement of their application.

*\*what is a statement of faith? A statement of faith should describe your Christian faith, your local church involvement and how you see it as relevant to your involvement with the Wellspring Foundation.*