

JOB VACANCY ADVERTISEMENT

TERMS OF REFERENCE

Position: Head of Corporate Services

Duration: 1 year, Renewable.

Reports to: CIIC-HIN CEO.

I. Position Overview: The Head of Corporate Services will lead the administrative, financial, and operational functions of CIIC-HIN. This role will ensure the effective management of HR, Finance, Procurement, Compliance, and overall administrative functions, with a strong focus on project funding, budgeting, and contract management. The Corporate Services Head will collaborate with department leads and ensure that all financial, legal, and compliance requirements are met.

2. Key Responsibilities:

- **Financial Management:**

- Ensure the general financial outlook of the company, in terms of financial viability and accountability;
- Contribute to the transformation and growth program of CIICHIN at all levels both strategic and operational;
- Lead and build an effective team while ensuring the establishment of an effective policy and governance framework.
- Assume full responsibility for all financial management matters including management information systems (MIS) reforms, financial control, tax planning, and compliance;
- Enhance Management Reporting through ad hoc exception Cost Benefit Analysis (CBA) to allow effective decision-making, coordinate quarterly and annual reporting
- Provide financial interface with stakeholders (internal and external); and lead and build an effective team while ensuring the establishment of effective policy and governance framework;
- Propose and implement systems that will act to harmonize and create efficiencies as well as an effective administration service across the institution.

- **Human Resources (HR) Management:**

- Develop, implement, and be accountable for the institution's people strategy to achieve the company's mission.



- Lead the recruitment, development, and management of staff, ensuring effective performance management and adherence to HR policies.
- Manage payroll and employee benefits, ensuring compliance with labor laws and organizational standards.
- **Procurement and Contract Management:**
 - Oversee procurement processes, ensuring compliance with both internal policies and external regulatory requirements.
 - Manage contract administration, ensuring that all contractual obligations are met and properly documented.
 - Ensure proper financial oversight of procurement activities, working closely with department leads.
- **Legal and Compliance Oversight:**
 - Oversee the implementation of laws and policies across all contractual and compliance-related aspects, working closely with the Legal Advisor.
 - Ensure compliance with local laws, regulations, and best practices in all operational areas.
 - Manage related regulatory requirements and meet oversight milestones including a stringent audit compliance regime;
- **Cross-Departmental Coordination:**
 - Collaborate with department heads to ensure that HR, Finance, and administrative processes support the organization's operational needs.
 - Work closely with the IT Lead to ensure that the organization's systems and data are aligned with financial and compliance requirements.

3. Required Qualifications and Experience:

- **Educational Requirements:**
 - Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
 - Professional certification in finance or accounting recognized in Rwanda (e.g., ACCA, CPA).
- **Experience:**
 - 7-10 years of experience in a senior financial or administrative role.

- Proven experience managing project funding, financial reporting, and budgeting.
- Strong background in procurement and contract management.
- Experience in overseeing cross-functional administrative teams, including HR and Finance.
- **Skills:**
 - Strong leadership, organizational, and financial management skills.
 - Excellent communication and negotiation skills.
 - Ability to work across multiple functions and collaborate effectively with internal and external stakeholders.

4. Reporting Line:

- The Head of Corporate Services will report directly to the CEO and will work closely with department leads.

5. Contract Terms:

- Full-time role based in Rwanda with a competitive salary and benefits package.

This role will be crucial in ensuring the smooth and compliant operation of all administrative and financial functions, supporting the growth and impact of CIIC-HIN.

How to APPLY.

Submit your cover letter and resume to info@ciichin.org highlight your relevant experience and interest in contribution to health systems strengthening

Application Deadline; October 22nd, 2024



Jeanine CONDO, MD, MSc, PhD

Managing Director