

JOB OFFER**P.O BOX 3473,KG 558 st, House #630, Nyarutarama - Kigali**

Job Title : **CHIEF OPERATING OFFICER**
 Type : **FULL-TIME**
 Min. Experience: **SENIOR EXECUTIVE - 7 YEARS**

RwandaOnline Platform Limited is a technology solutions provider that enables services critical to citizens and businesses. With Rwanda continuously striving to become a "knowledge based" economy as well as the country's high involvement in the ICT field, RwandaOnline's vision is to become the catalyst of the transformation of Rwanda through technology.

RwandaOnline Platform Ltd (ROPL) operates under a 25 years concession agreement to Build Operate and Transfer (BOT) an e-Government services platform, also known as IREMBO, which is a single-portal and a fee-based platform to provide online public services in a more transparent, accessible and less costly way.

1 POSITION SUMMARY

The Chief Operating Officer (COO) is a key member of the senior management team. He or she will drive RwandaOnline's operations and procedures. They will be responsible of attaining short and long-term financial operational goals by delivering innovative services, coordinating government relations, building RwandaOnline's ecosystem of partners – in the most cost-effective, timely manner and ensure compliance with the current policies, the BOT concession with the Government of Rwanda and reporting directly to the Chief Executive Officer (CEO).

In this position, they will control business functions such as Product Development, Business Development and Public Relations. You will need to be an experienced and efficient leader with excellent people skills, business acumen and exemplary work ethic.

2. PRINCIPAL RESPONSIBILITIES:

- Participate in defining and developing RwandaOnline's strategic business goals;
- Align with the Chief Executive Officer and the Chief Finance Officer on operations strategies to attain the company's annual financial goals, including the preparation of activity-based budgets;
- Lead the team to the timely deliver quality eGovernment Services and align department targets with respective directors to ensure pace of delivery for business profitability;
- Manage relationships with external partners and drive performance measures for the project by putting in place mechanisms and tools for use by the company and its partners;
- Regularly and in a timely manner assess project risks, report and escalate cases related to the implementation of the project to the BOT Contract Management Body;
- Perform other duties as assigned by the Chief Executive Officer

3. REQUIRED QUALIFICATIONS AND DESIRED COMPETENCIES

- A Master's degree (MSc) from an accredited university in Business Administration, Strategy/Management, Finance, Engineering or any related field (MBA is a plus);
- 7 years of experience with at least four (4) years of business management;
- Working knowledge of IT/Business infrastructure and specialization in an area like Project Management, Financial Planning and Management, and demonstrable competency in strategic Planning, PR, Marketing and Business Development
- Working knowledge of data analysis and performance/operation metrics,
- Knowledge of best practices in public relations and stakeholders' engagement;
- Possesses an enterprising and creative spirit with the ability to foster innovation within peers and the team.
- Strong communication skills (listening, speaking, written)
- Outstanding organizational and leadership abilities
- Aptitude in decision-making and problem-solving

5. PERFORMANCE STANDARDS

- 100 services on e-Government portal by Q4 2017;
- Dominate government-to-citizen market share (90%) by Q3 2017;
- Company profitability by E-Q2 2019;
- New product segmentation and roadmap migration plan for 2018 onwards.

**Application should include a comprehensive Resume/CV.
 Qualified Applicants should submit their applications via email
 by March 24th, 2017 to: management@rwandaonline.rw**