



TURAME COMMUNITY FINANCE S.A.

BP 7537, Bujumbura

BUJUMBURA - BURUNDI

Managing Director *Job Description*

JOB SUMMARY

The Managing Director (MD) has full responsibility for all the activities of Turame Community Finance. Working collaboratively with the Turame Community Finance Board, the MD has responsibility to set goals, to ensure that appropriate resources are in place, and to achieve or exceed those goals, leading to the overall realization of the Turame Community Finance mission.

SPECIFIC RESPONSIBILITIES

- I. Spiritual Integration and Christian Witness:
 - a. Personally model a persuasive Christian behavior to the staff team in the style of leadership, in the resolution of issues, in the selection and development of the staff team, and in setting and leading the spiritual agenda of the organization.
 - b. Coordinate the creation and implementation of the Spiritual Integration Plan for the benefit of clients, staff and other entities that the organization works with
- II. Planning:
 - a. Lead the process of establishing strategic plans
 - b. Ensure that financial and analytical models are completed and maintained
 - c. Create the 5-year and annual business plan for Board approval, including Financial, Marketing, Operational and Spiritual Integration plans.
- III. Resourcing:
 - a. Responsible to ensure that the organization is correctly staffed according to the Business Plan and in line with the established HR policies
 - b. Secure the capital funding to meet or exceed the business objectives, developing and maintaining strong working relationships with all shareholders, and other external funding organizations and banks as needed.
 - c. Ensure that suitable facilities and equipment are available to the Turame team.
- IV. Achieve Results:
 - a. Responsible to achieve or exceed the Business Plan within the assigned budget
 - b. Work with the Management Team to solve problems, especially those which puts the business plan achievement at risk, addresses training and capacity issues, finds improvements and efficiencies for the benefit of the organization and its clients
 - c. Lead initiatives to further expand Turame's impact through microenterprise development.
- V. Reporting:
 - a. Ensure that the reporting deadlines to all shareholders are met
 - b. Ensure that reporting to the Burundian Government is completed as required

- c. Provide reports as needed for donors, auditors, etc
 - d. Meet regularly with representatives of shareholders as needed to review status and issues
- VI. Risk:
- a. Vigilantly ensure that every member of the organization works meticulously to the agreed policies and procedures, that everyone clearly understands why this is important and that all employees are doing their utmost to protect the assets of the organization
 - b. Ensure systems are in place to review, expose, report and mitigate appropriately areas of risk within the organization
 - c. Responsible for the day-to-day management of the internal audit team, recognizing their direct reporting line to the Board. Work closely with the audit team and ensure the entire staff team work co-operatively with internal audit to reduce risk, ensuring the use of best practices.
- VII. Governance
- a. Responsible to ensure the organization meets all local legal requirements, to prepare the Board meeting requirements, and to call extraordinary Board meetings and Executive Committee meetings when required
 - b. Work with local authorities such as the Central Bank of Burundi and ensure that its requirements and the requirements of other governmental bodies overseeing the performance of Turame are met.

MINIMUM QUALIFICATIONS

- I. Personal confession of faith in Jesus Christ and a passionate commitment to Turame's mission of Christ-centered microenterprise development
- II. A minimum of 5 years experience in microfinance programs or banking with a good management background
- III. A minimum of 3 years experience in international development work
- IV. Qualifying degree in finance, accounting, business administration or a similar field of study
- V. Skilled leader, with good understanding of cross-cultural communications, workplace relationships, and the ability to relate to and effectively motivate local staff
- VI. Fluent in French and English, Kirundi preferred
- VII. Excellent written, verbal and computer based communication skills
- VIII. Passionate to help people that have been brought low by war, poverty, or other circumstances to regain hope, dignity, and the ability to support themselves and their families
- IX. Highly flexible and creative in coping with stressful and frustrating situations; able to live, manage and work cross-culturally in a developing world context with limited resources
- X. Demonstrated ability to ensure the management of and compliance with business and systems processes, policies and procedures

As interested, forward resume to Walter Suckau: WSuckau@Hopeinternational.org