



INSTITUTION OF ENGINEERS RWANDA

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Job Offer Operations Manager

1. Introduction

The Institution of Engineers Rwanda (IER), established by Law No. 26/2012 of 29/06/2012, regulates the engineering profession, builds member capacity, and advocates for engineering professionals. In its ongoing effort to enhance governance and operational efficiency, IER is seeking a skilled **Operations Manager** to support its growth and ensure smooth operations.

2. Professional Summary

The Operations Manager must be a registered engineer with at least seven (07) years of experience in overseeing daily operations, leading cross-functional teams, and driving strategic initiatives to achieve organizational goals.

3. The education background

The Operations Manager should have a Bachelor's Degree in engineering and a Master's Degree in Business Administration or a related field.

4. Main responsibilities

The Operations Manager will support the Executive Secretary/Chief Executive Officer in overseeing the daily operations of the Institution. This includes coordinating programs and providing administrative assistance with the goal of enhancing the efficiency and effectiveness of services provided to members, stakeholders, and the wider community.

5. Key Responsibilities:

- a. Develop, implement, and oversee operational policies, systems, and procedures to improve operational efficiency within the Institution of Engineers Rwanda (IER);
- b. Continuously evaluate and refine operational processes to ensure alignment with the Institution's mission and member needs;
- c. Work closely with the CEO to translate strategic plans into operational goals and actionable tasks
- d. Ensure that day-to-day operations align with the IER's long-term goals, vision, and member-focused initiatives;
- e. Conduct Training Needs Analysis (TNA) to assess the skill gaps within the engineering community and IER members;
- f. Design, publish, and manage a Continuous Professional Development (CPD) calendar tailored to the needs of engineers in Rwanda;

- g. Organize and implement capacity-building programs such as workshops, seminars, conferences technical, annual gatherings, or specialized training sessions;
- h. Coordinate inspection and compliance efforts in collaboration with relevant stakeholders to ensure adherence to established standards and regulations;
- i. Perform any other duties assigned by the supervisor.

6. Essential skills

- a. The ability to make informed, forward-thinking decisions that align with the IER's long-term goals and objectives;
- b. Strong communication skills are crucial for interacting with internal teams, stakeholders, and members;
- c. The capacity to evaluate challenges, understand the root causes, and create actionable solutions to resolve issues efficiently;
- d. The ability to manage multiple tasks simultaneously, prioritize based on urgency and importance, and meet deadlines consistently;
- e. Proficient in interpreting data and leveraging it to make well-informed decisions that drive operational improvements

7. Required documents

Interested candidates are required to submit the following documents in a single folder:

- a. Application Letter (1 page)
- b. Motivation Letter (1 page)
- c. Curriculum Vitae (Maximum 3 pages)
- d. Academic Documents

8. Selection process

Please submit your application letter and CV addressed to the Executive Secretary/Chief Executive Officer of the Institution of Engineers Rwanda (IER) via email at info@engineersrwanda.rw. The deadline for submission is **23rd May 2025 at 5 pm**. **Only shortlisted candidates will be contacted for an interview.**

