



Towards sound entrepreneurship in Rwanda

Director of Programs

Open Position

2026 Job Posting

Kigali, Rwanda

◆ ABOUT BPN

BPN stands for Business Professionals Network. It is a Swiss non-profit organization that strives to support the development of Small and Medium-sized Enterprises (SMEs), in order to create jobs and fight poverty. BPN provides Coaching, Capacity building as well as networking opportunities to SMEs so they can grow their businesses sustainably.

◆ JOB OVERVIEW

The Director of Programs provides executive leadership and accountability for BPN's program portfolio, ensuring strategic alignment, performance excellence, and quality service delivery across all programmatic functions. The role translates organizational strategy into integrated program priorities and oversees implementation through Heads of Department and program leads.

The Director is accountable for portfolio performance, risk oversight, and service integration, reporting to the Country Director, and ensuring delivery within approved strategic and budget frameworks.

The Director of Programs is part of the Senior Management Team (SMT) and works in close collaboration with the Country Director, Director of Partnerships, and Director of Corporate Services to ensure coherence between program strategy, institutional positioning, and financial governance. Within this leadership structure, the role is accountable for programmatic performance, quality delivery, and portfolio integration.

<p><u>Reporting Line:</u> Country Director</p>	<p><u>Replaced by:</u> Designated Heads of Department</p>
<p><u>Supervising:</u> Head of Business Academy Head of Coaching Head of Program Implementation</p>	<p><u>Replaces:</u> Ensures continuity of programs coordination in the absence of relevant Heads of Department</p>
<p><u>Management Level:</u> Senior Management</p>	<p><u>Department:</u> Programs</p>

◆ KEY RESPONSIBILITIES:

1. Program development and implementation (55%)

- Translate organizational strategy into program-level objectives aligned with SMT-approved priorities.
- Hold approval authority over program operational plans and service delivery frameworks within SMT-approved strategic and financial parameters.
- Approve and oversee program implementation frameworks, timelines, and delivery plans developed by Heads of Department.
- Oversee program budget planning and utilization in collaboration with Finance and Operations, ensuring delivery within approved budget parameters.
- Accountable for portfolio-level financial performance within approved budgets, in collaboration with Corporate Services.
- Ensure robust monitoring, evaluation, and impact measurement systems are implemented across the portfolio.
- Review and analyze performance reports from Heads of Department and Project Managers to assess progress, identify risks, and inform decision-making.
- Apply change and resource management principles across the portfolio, escalating material strategic risks to the Country Director as appropriate.
- Ensure program operations adhere to legal guidelines and internal policies.
- Provide regular program performance reports to the Country Director and SMT.
- Collaborate with strategic partners and consortium members in the co-design and technical development of entrepreneurship support programs to ensure relevance, quality delivery, and alignment with BPN's program objectives.
- Contributes to the development of funding proposals by providing technical program design, implementation strategies, and programmatic inputs.

2. Service delivery and quality assurance (25%):

- Ensure strategic alignment and oversight of BPN's programmatic services (including Coaching, Training, Access to Finance, and Networking) in line with organizational objectives.
 - Define and apply service-level evaluation frameworks to monitor performance and inform continuous improvement.
 - Provide leadership oversight to Heads of Department and service leads to address service delivery challenges and resolve complex issues.
 - Identify opportunities to improve the efficiency and effectiveness of service delivery processes within the programmatic scope.
 - Lead service delivery improvements through structured change management and resource optimization approaches.
 - Stay informed of trends and developments in the entrepreneurial ecosystem to inform service relevance, quality, and innovation.
 - Represent BPN in program-specific technical forums as delegated by the Country Director.
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3. People management (20%):

- Provide leadership and support to the Programs Division team, fostering collaboration, ownership, and a culture of performance.
 - Provide strategic leadership to the Programs Division, fostering collaboration, accountability, and a high-performance culture.
 - Approve annual departmental objectives and KPIs for Heads of Department.
 - Conduct performance evaluations of Heads of Department and relevant program leads in line with BPN's performance management framework.
 - Drive leadership development, succession planning, and capacity building within the Programs Division in collaboration with HR.
 - Ensure cross-department collaboration and integration across programmatic services.
 - Contribute as a member of BPN Rwanda's Senior Management Team, providing programmatic insights aligned with organizational priorities.
 - Perform other related duties within the scope of the role.
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Skills, Qualifications, and Experience

Education

Master's degree in business administration (MBA), Entrepreneurship, or any other related field.

Experience

- At least 10 years of related experience in program management, preferably in the context of Business Development Services or entrepreneurship support.
- At least 5 years' experience in a senior role (C-suite).

Attitude & Values

- BPN promotes value-based entrepreneurship. As a team, we walk the talk. We expect every team member to proactively practice, nurture and strengthen the following key aspects of his or her working attitude:
- Eager to learn and be the driver of personal and organizational growth
- Be an active team player
- Be entrepreneur centric
- Strive to perform and deliver beyond strict job description with a high ownership

Key competencies

- Proven experience as program director or other managerial position
- Demonstrated experience managing large donor-funded programs and ensuring compliance with donor requirements and reporting standards.
- Thorough understanding of project/program management techniques and methods
- Excellent Knowledge of performance evaluation techniques and key metrics
- Outstanding knowledge of data analysis, reporting and budgeting
- Working knowledge of MS office and program management software (e.g. Basecamp, MS Project, etc.)
- A business acumen with a strategic ability
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities
- Excellent communication skills
- High ethical conduct.



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