



*Towards sound entrepreneurship in Rwanda*

# PROGRAM MANAGER

Open Position

---

Deadline

**30th January 2025**

Location

**Kigali**

Are you passionate about driving innovation and empowering entrepreneurs to achieve their dreams? Join our dynamic team as a Program Manager and play a pivotal role in shaping the success stories of aspiring business leaders. We offer a collaborative and supportive environment where your strategic vision and leadership will make a meaningful impact on the startup ecosystem. Apply now and be part of our mission to fuel the growth of groundbreaking ventures!

---

## ◆ 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 Program Manager is responsible for the designing and coordinating the implementation of a Program. S/he plays a pivotal role in ensuring the successful execution of a Program, fostering collaboration among cross-functional teams, and driving project outcomes.

---

# ◆ Key Responsibilities

---

## 1. **Project start-up and implementation (35%):**

- Develop and implement a comprehensive strategy for the successful start-up in the program, based on the provided design for the program.
  - Establish project timelines, milestones, and budgets, and oversee the allocation of resources to ensure project is executed efficiently and within established parameters.
  - Coordinate delivery of the program according to the agreed plan with the stakeholders.
  - Monitor and track the progress and engagement of supported entrepreneurs enrolled in the program, and ensure they are provided with necessary guidance.
  - Manage the relationship and communication with the client, team, and all stakeholders, to ensure program objectives and deliverables are clearly defined and achieved, ensuring the project is delivered to satisfaction.
  - Foster a culture of innovation, continuous improvement, and excellence in project implementation.
  - Liaise with partners to solve issues, communicate needs and create synergy.
  - Collaborate with BPN clients, stakeholders, and project teams to gather and understand project objectives, goals, and specifications.
  - Conduct continuous research to gather information, analyze market trends and assess feasibility. This may involve studying user needs, conducting surveys, or analyzing competitors' offered business development services.
  - Identify and mitigate potential risks.
-

### **Entrepreneurs' recruitment (20%):**

- Oversee the development and implementation of entrepreneur recruitment strategies and campaigns to attract and engage high-potential entrepreneurs, utilizing various channels such as partnerships, industry events, online platforms, and personal networking.
- Ensure to attract, recruit, and retain a diverse pool of entrepreneurs, including individuals from underrepresented genders, PWD, youth, refugees
- Oversee the process of evaluating and assessing entrepreneur applications, business plans, utilizing a structured evaluation framework to identify the most promising candidates.
- Perform thorough background checks and due diligence on potential entrepreneurs, partners to verify their credibility, reputation, and adherence to ethical standards.
- Continuously evaluate and improve the entrepreneur recruitment and selection processes, incorporating feedback from entrepreneurs and internal stakeholders to enhance the program's effectiveness
- Provide guidance and support to selected entrepreneurs during the onboarding process, ensuring they have a clear understanding of the business development service's offerings, expectations, and milestones.

---

### **Partnership management (15%)**

- Identify and engage potential partners to facilitate the delivery of the program, such as government institutions, technical experts, and support organizations.
- Build and maintain a strong network of contacts within the entrepreneurial ecosystem, including ESOs (Entrepreneurship Support Organizations), venture capitalists, industry associations, and other relevant organizations.

---

### **People management (20%):**

- Lead and manage the program team, providing guidance, support, and mentorship.
- Prepare and offer capacity building that will enhance the team's technical and soft skills, in collaboration with HR Unit.
- Be an active team member of the Program department Management team; working together, creating synergy and interaction between the department teams, solving shared problems and capitalizing shared opportunities.
- Be an active team member of BPN Rwanda as a whole.
- Be exemplary to the rest of the team.
- Carry an entrepreneurial attitude on BPN Rwanda's targets and activities: Keep a helicopter view, challenge, suggest, and act where ever necessary in order to actively contribute to the success of BPN Rwanda as a whole.

### Documentation, reporting and others (10%):

- Monitor program performance and provide regular reports to senior management, highlighting key metrics, risks, and opportunities.
  - Ensure efficient documentation processes within the department.
  - Analyze and report on the project progress, forecast for strategic changes and report on key metrics.
  - Ensure that all data and reports are entered in CRM consistently and timely. CRM is to be used to its full potential.
  - Attend different entrepreneurship related events (pitch, exhibition, etc.) and be on the panel of judges when required.
  - Stay up-to-date with industry trends, best practices, and emerging technologies relevant to program implementation and management.
  - Any other related tasks as assigned by the supervisor.
- 

## Skills, Qualifications, and Experience

### Education

- Bachelor's degree in Business Administration, Management, Project Management or a related field.

### Attitude and Values

At BPN we expect every employee to proactively practice, nurture and strengthen the following key aspects of his or her working attitude:

- Have a learning attitude and be the driver of your own development process
- Be an active listener
- Be an entrepreneur centric
- Strive to perform and deliver beyond strict job content with a high ownership

### Experience

- Proven experience 7 years in program management, implementation, or related roles, preferably within a business development services company.
- Strong leadership skills with a track record of successfully leading and managing high-performing teams.
- Demonstrated understanding of the context and needs of high potential entrepreneurs.
- Experience as an entrepreneur is an advantage.

**Key  
competencies:**

- Exceptional project management skills, including the ability to prioritize tasks, manage multiple projects simultaneously, and deliver results within deadlines.
- Excellent communication and interpersonal skills, with the ability to effectively collaborate and influence stakeholders at all levels.
- Fluent in English and Kinyarwanda (excellent writing and oral skills)
- Strong analytical and problem-solving abilities, with a keen eye for detail and a strategic mindset.
- Proven ability to build and maintain strong client relationships, delivering exceptional service and driving client satisfaction with a high networking aptitude.
- Demonstrated understanding of business development principles, strategies, and methodologies.
- Proficiency in project management tools, software, and techniques.
- Analytical skills are necessary to correctly identify risks and solve any problems which may arise throughout the project.
- Business & commercial acumen and excellent stakeholder management skills
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports.

**Deadline:**  
30th January 2025

**Application Link**  
[Click here](#)

Please note that due to high demand, only shortlisted candidates will be contacted.

***Towards sound entrepreneurship in Rwanda***