

Terms of Reference

Country Manager for Laterite Burundi and Eastern DRC, based out of our Kigali Office

Position:	Country Manager for Laterite Burundi and Eastern DRC
Based out of:	Laterite Rwanda: Kigali
Start date:	June 2014
Minimum education:	Masters in Economics, Development Studies or related field
Minimum work experience:	At least 4-5 years of work experience in relevant field/role
Language requirements:	Fluent French and English a must; Swahili, Kirundi, Lingala a plus
Application deadline:	9 th of May, 2014

About Laterite

Laterite is a dynamic and entrepreneurial research firm that works to bring economic & social research, policy development and market research services to clients in growing but underserved African markets. We currently operate in Rwanda and Burundi. Our research combines high standards of rigor with practical client-focused considerations and an excellent understanding of the local context to help public and private sector decision-makers find solutions to complex development problems. Our goal is to transform research in the countries we operate in by becoming a driver of knowledge creation.

Through the Laterite Lab, our research development arm, we also aim to make significant contributions to development economics and to create new lines of business for Laterite. We build on our project work and the intellectual curiosity of the team to conduct internal research that can be published and lead to the development of new research tools with useful policy applications.

Ultimately, our goal is to make Laterite a great place to work and innovate. We make it a point of working only on projects where we believe we can add value, providing space for our staff to grow and explore, and delivering work that we can collaboratively be proud of.

Position Description

The Country Manager for Burundi and Eastern DRC will be responsible for starting and growing Laterite's operations in Burundi and Eastern DRC (focusing in particular on the cities of Bukavu and Goma). This will entail building a relationship with potential clients, positioning Laterite so that it can apply and be competitive on large scale socio-economic research projects and policy development projects in these target markets, overseeing all Laterite projects and administrative tasks in Burundi and Eastern DRC, identifying and training a reliable and efficient team of local enumerators in Bujumbura, Bukavu and Goma, and supporting Laterite's Partners to also build a legal presence in the Burundi and Eastern DRC markets and to comply to all tax and other administrative requirements. It is an intensive role that will combine the need for strategic thinking and decision-making, the management of multiple projects and teams simultaneously, and in-depth analytic and technical skills. The candidate therefore needs to be an excellent leader, manager and technician.



The technical aspect of the job will span the entire project cycle. As a key team leader, the Country Manager will be involved in Laterite's research projects from beginning to end, and therefore will be responsible for communicating with clients, designing and drafting proposals, overseeing the design of questionnaires and sampling strategies, monitoring data collection processes, analyzing quantitative and qualitative data, supervising teams of research analysts and enumerators, drafting and quality checking final documents, and finally writing research papers.

In addition to managing a portfolio of projects, Country Managers are responsible for the professional development of our staff, recruitment, client engagement, driving innovation and managing all of our financial and legal responsibilities. They strive to be inspirational team leaders and aim to leverage their expertise to advise government, development organizations and industry leaders on research and policy/strategy development.

The Country Manager for Burundi and Eastern DRC will initially be based out of our Kigali offices, which is relatively close to all three target markets: about a 6h drive from Bujumbura and Bukavu (both these destinations are only 30 minutes by plane), and a 3h drive from Goma. The Country Manager will be able to draw on resources from the Kigali Office, including our growing team of analysts and our administrative systems, to start implementing and delivering projects in Burundi and Eastern DRC. A decision will be made at a later point in time on whether it makes sense to operate Kigali as a regional hub for these markets, or whether opening separate offices in Bujumbura, Bukavu and/or Goma would be best. Depending on project requirements, the Country Manager will also support ongoing projects in Rwanda.

Profile

Laterite is looking for an individual who can lead our growth and expansion into two new markets in a systematic and structured way, bringing passion and intellectual curiosity to the task. The ideal candidate will also be an excellent researcher that is very much at ease with statistical analysis and related tools, and that has a drive to produce new research and explore new tools and methods (e.g. network theory, big data, etc). He or She will also have to be a risk taker. Laterite is still in its growth phase, which often comes with little forward visibility in terms of projects, cash flow and opportunities/risks.

We will only consider candidates that are willing to commit for at least two years to living in Kigali, Rwanda, and travelling on a regular basis to Burundi and Eastern DRC, often for a couple of weeks at a time. Finally, given the region of focus, fluent French and English is a must.

Key Responsibilities

- Lead Laterite's growth and expansion into the Burundi and Eastern DRC markets
- Establish and manage relationships with potential clients and stakeholders
- Position Laterite to be competitive on bids for large scale research projects in Burundi and Eastern DRC
- Design and oversee all research projects in Burundi and Eastern DRC
- Ensure projects are implemented efficiently with very rigorous outputs
- Provide guidance to team members at all stages of the project; maintain responsibility for project budgets and timelines
- Support Laterite in establishing a legal presence on the ground
- Establish a team of enumerators/moderators in Bujumbura, Bukavu and Goma
- Supervise and mentor research analysts and enumerators
- Manage all accounting, budgeting, and HR planning for the Burundi and Eastern DRC operations



Minimum Qualifications

1. At least four years of relevant management experience in international development, public policy, economic and social research, or management consulting
2. Demonstrated experience managing and delivering large scale research projects
3. Masters degree or PhD in economics, business, public policy, international development or a related field
4. Excellent knowledge of statistical analysis and related tools/software (in particular R, Stata and MatLab)
5. Experience managing clients in the private and public sectors
6. Excellent oral and written communication skills in English and French (Kirundi, Swahili or Lingala is a plus)
7. Experience living and working in different cultures; time spent in Africa or developing countries strongly preferred

Application Process

Please submit a CV, cover letter and a short writing sample in to jobs@laterite-africa.com by May 9, 2014. The writing sample should be in French; the CV and Cover Letter in English. The subject line should read: “Laterite Application > Country Manager Burundi and Eastern DRC”. Only selected candidates will be invited to participate in the interview process.