

Terms of Reference: Project Manager | Laterite Rwanda

Start date:	June 2015
Position:	Project Manager
Education:	Masters in Economics, Development Studies, Business Administration or related field
Experience:	4-7 years of relevant professional experience
Organization:	Laterite Ltd
Language requirements:	English; French, Kinyarwanda and Swahili a plus
Skill requirements:	Strong quantitative data analysis skills

About Laterite

Laterite is a data, research and technical advisory firm that helps clients understand and analyze complex development challenges. Laterite uses the most rigorous data collection and analytic techniques to advise organizations and governments that work to achieve social and economic change. Laterite provides three types of services to its clients: i) comprehensive data collection and data processing solutions to clients; ii) the design, roll-out and analysis of large socio-economic research projects using the latest available methods and technology; and iii) strategic and technical advice to public and private sector clients on the design of policies and projects aimed at solving complex development problems. Laterite was established in Kigali in late 2010, with the objective of bringing world-class research services to African markets with a high growth potential but little advisory infrastructure.

You can find out more about Laterite on our website at: www.laterite-africa.com

Working with Laterite

Working at Laterite will provide you with the opportunity to develop outstanding analytical, research and advisory skills, whilst gaining first-hand experience working on priority development challenges and opportunities. Laterite offers:

- The opportunity to work with a highly skilled and diverse team of very friendly people
- A youthful and dynamic environment, that constantly focuses on learning and innovation
- A company dedicated to ensuring growth and personal development for all its staff
- A chance to make a difference on relevant policy and development issues

Who we are

Laterite is led by a team of young entrepreneurial professionals who see the opportunity to transform the way research is done. The research team has degrees from some of the world's top universities, including Harvard University, Columbia University, University of California – Berkeley, London School of Economics, Johns Hopkins University (SAIS) and Science Po with vast experience working in development research in several countries. Our entire data collection team is recruited and trained from the best local universities in the countries we operate. Laterite is proud to be a culturally diverse organization with permanent staff from Rwanda, Canada, France, Greece, Kenya, and Uganda.



Position Description

This Project Manager position is based in Kigali, Rwanda. Project Managers are responsible for co-managing Laterite's Rwandan operations; including managing projects, the office, and engaging in business development for the company.

Project Managers are responsible for the quality and timely delivery of research projects from beginning to end. This involves:

- Leading research teams, from both an operational and technical perspective;
- Managing communication with clients; and
- Ensuring that all work achieves the highest possible standards of technical rigor by overseeing and contributing to each step of the research process (be it designing proposals, designing research instruments or sampling strategies, monitoring data collection processes, analyzing quantitative and qualitative data, supervising enumerators and research analysts, drafting and quality checking final documents, writing reports and presenting findings and recommendations to clients, etc).

Project Managers also help oversee all operations and staff development at the country office. Laterite puts a lot of emphasis on the professional development of its staff, by ensuring staff are exposed to tasks that help them pursue their personal development goals and by providing training and coaching. Laterite is in a constant process of expansion, but currently has 12 permanent staff, including research analysts, operational managers on the data team and an accountant. Laterite also regularly works with a team of about 100 enumerators. Other responsibilities include being in charge of administrative issues such as managing cash flows, accounting, running office operations or representing Laterite at external events.

Finally, Project Managers contribute to innovation and growth at the company. In terms of business development, the Project Manager's responsibilities include: (i) pursuing new business opportunities and drafting proposals; (ii) finding systematic solutions to problems that arise, by constantly improving our internal systems and processes; (iii) overseeing and managing the recruitment of new personnel; (iv) maintaining the company website and presence on social media.; and actively contributing to ensuring Lab activities progress.

Project Managers are fully involved with staff management, project selection, communication with clients, corporate strategy and structuring the research agenda of the Laterite Lab. Working as a Project Manager for Laterite will position you well for competitive PhDs, joining development organizations or other consulting firms, and for becoming a country manager or partner at Laterite. At Laterite we value the career progression of our staff. Joining as a Project Manager directly puts you on the partner-track.

Profile

Ideal candidates are passionate about international development and are willing to commit to live in Kigali, Rwanda, for at least two years. They have a master degree related to economics, international development, business, public policy or statistics and at least 4 years of relevant professional experience. They are willing to develop their professional skills and lead the growth of an organization dedicated to social and economic development. They have outstanding technical or and/or managerial skills, are proficient communicators in English, have excellent interpersonal skills, are self-motivating, team players and are able to effectively solve problems and adapt to changing situations.



Key Responsibilities

- Take a leadership role in building and managing the firm
- Lead research projects and provide input into key steps such as research design, data analysis and report writing
- Supervise and mentor all research staff
- Provide guidance to team members at all stages of the project; maintain responsibility for project budgets and timelines
- Support and develop Laterite Lab initiatives
- Manage relationships with clients and other stakeholders, often serving as the first point of contact for content questions and logistics
- Develop and maintain the current project pipeline in Rwanda by pro-actively seeking new business engagements
- Manage all accounting, budgeting, and HR planning for the Rwanda country office
- Develop a strong understanding of the local Rwandan context in terms of politics, economics and new business development

Qualifications

1. Experience working on development projects, impact evaluations or strategy consulting projects
2. At least 4 years of experience in international development, public policy economic and social research, or development/strategy consulting
3. Master's degree in economics, business, public policy, international development or related field
4. Strong oral and written communication skills in English
5. *Strongly Preferred*: outstanding quantitative skills with a strong knowledge of econometrics, sampling techniques and program evaluation
6. Fluent in English (French, Kinyarwanda or Swahili is a plus)
7. Experience managing teams, office, or large projects; experience managing clients in both public and private sectors strongly preferred
8. Experience living and working in different cultures; time spent in sub-Saharan Africa or other developing countries strongly preferred
9. Must thrive in small organization setting, and be able to adapt to dynamic growth and change

Compensation

Competitive with similar roles in other social enterprises and research firms. Benefits include two round-trip flights back home per year, generous leave, international health insurance, medical evacuation and individual/team bonuses.

Application Process

Please submit a CV, cover letter and a short writing sample to jobs@laterite-africa.com. The subject line should read: "Laterite Application > Project Manager". Applications are reviewed on a rolling basis so we encourage you to apply ASAP.