



**EXTERNAL VACANCY N°16/VF/ICCN/2022**

Virunga Foundation is an international NGO that supports the Institut Congolais pour la Conservation de la Nature (ICCN) in managing the Virunga National Park (PNVi). It also runs a vast development program in its periphery based on three pillars: tourism, energy & entrepreneurship, agriculture & fishing. The implementation of the activities is supported by various administrative, financial and logistical services.

Under the entrepreneurship and agriculture pillar, the Virunga Foundation manages a soap and hygiene product manufacturing company.

SICOVIR (Société Industrielle et Commerciale des Virunga) is a company founded in September 2013 in Mutwanga, at the foot of the Ruwenzori Mountains. The Mutwanga region is located about 40 km from the town of Beni, towards the northern edge of the Virunga National Park. The rural population of the region is poor and lives mainly from agriculture.

SICOVIR's products are, for the most part, made from palm oil - a local raw material - and are sold throughout the country, particularly in the east of the DRC. At this stage, production is focused on soap, but the company plans to rapidly expand its product range.

As part of Sicovir's development, the Virunga Foundation is looking for a Chief Executive Officer to support the development of its activities.

Position	<b>Chief Executive Officer</b>
Place of employment	PNVi and surroundings ( Mutwanga/ Beni)
Type of contract	Fixed term contract with possibility of renewal, attractive salary and full package (accommodation, subsistence, visa)
Date of offer	28/04/2022
Closing date	28/05/2022
Availability	As soon as possible

### **Mission**

Under the supervision of the Chairman of the Board of Directors, the Chief Executive Officer is responsible for the implementation of the company's strategic plan, the development of relations with partners and customers. He/she will ensure the proper management and optimal operational functioning, the promotion of the company's policy and brand image.

### **Summary of main responsibilities and tasks**

#### *Accountability*

- Ensure the management, monitoring and evaluation of the company's activities;
- Be responsible and accountable to the Board of Directors for the management of the company.



## *Strategy*

- Develop, coordinate and ensure the implementation of the strategic development plan, the marketing and communication plan, the optimal management of financial, human and property resources;
- Represent the company to national and international partners.
- Show initiative and innovation for the development of the company.

## *Resource and day-to-day management*

- Provide leadership and manage the skills and development of staff;
- Responsible for the overall day-to-day management and running of the company. Includes operational supervision and coordination of all teams and departments: sales, production, purchasing, logistics, finance, etc.
- Ensure the management of the company's financial resources and assets;
- Establish and monitor the Company's budgets based on the strategic plans approved by the Board of Directors;
- Ensuring the financial management of the company (steering management control, implementing internal control, defining instruments for the readability of the activity (dashboards), leading the budgetary procedure, developing and implementing procedures for good financial management throughout all the company's departments).
- Ensure compliance with tax, legal and accounting obligations in force in the DRC.

## *Governance*

- Prepare and participate to the meetings of the Board of Directors and the General Assembly and ensure the secretariat;
- Carry out any other tasks aimed at improving the quality of services or the overall functioning of the company, as assigned by the Board of Directors and/or the PCA.

## **Requirements of the function**

### *Education & work experience*

- Have a BAC + 5 in (industrial) business management/management, commercial management, economics;
- At least 10 years of proven management experience, which must include senior positions in agribusiness or manufacturing industries.

### *Personal skills and abilities*

- Integrity and high sense of responsibility
- Rigor and open-mindedness
- Sense of ethics and professional deontology
- Sense of initiative and proactivity
- Good organizational skills and well-structured presentations
- Loyalty and ability to surpass oneself
- Very good communication and interpersonal skills



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RÉPUBLIQUE DÉMOCRATIQUE DU CONGO

- Ability to establish a relationship of trust with administrative and financial interlocutors
- Have a high sense of discretion
- Discipline and organizational skills
- Not afraid of pressure and able to keep his/her cool
- A strong commitment to the job
- Easy to get on with people and have a friendly, easy-going manner in the community
- Good presentation.
- Desirable knowledge of financial practices in Manufacturing and Commercial Enterprises
- Impeccable command of computer tools (Word, PowerPoint, Outlook,)

## Composition of the file

- An updated, detailed CV with a recent photo;
- A motivation letter;
- Photocopies of diplomas and a list of three references.

## How to apply

Interested candidates are requested to send their application ONLY by e-mail to [recruitment@virunga.org](mailto:recruitment@virunga.org) with "CEO SICOVIR" in the subject line.

## Other information

- This recruitment is free of charge and no fee can be charged.
- Only shortlisted applications will be contacted for an interview.
- The company offers a competitive salary and covers travel, accommodation and subsistence costs. Paid holidays are also provided.
- The company is located in Mutwanga, a picturesque village in North Kivu (Congo-DRC), an hour's drive from Beni (main town) and close to the Ugandan border. The successful candidate agrees to work and live on the company site (or close to it) for the duration of the contract.
- Although the security situation in North Kivu is relatively turbulent, security in the Mutwanga area and at the factory is assured.