



Kigali on **26 MAY 2026**  
N° 11.07.023/~~0733~~/26/ HRM- CEO/fg

## **JOB ADVERTISEMENT**

Water and Sanitation Corporation Group Limited (WASAC Group Ltd), through its subsidiary WASAC Utility Limited, intends to recruit competent and enthusiastic professionals for the position outlined below to support the effective delivery of its mandate.

### **1. Chief Finance Manager**

Department/Division: Finance & Administration

Section/Unit: Finance & Administration

Location: Headquarters

Reports to: Managing Director, WASAC Utility |CFO WASAC Group

Nature of Contract: Open ended

### **PURPOSE OF THE JOB**

The Chief Finance Manager is responsible for ensuring the accurate reporting of financial results and managing the company's financial affairs, creating forecasting models, assessing risk in investments and ensuring all accounting activities comply with regulations. In addition to that, the administrative duties will consist of coordinating the general workflows and administrative systems of WASAC Utility. The incumbent acts in harmony with all WASAC Group organs and acts to harmonize and create efficiencies as well as an effective administration service across WASAC Utility.

### **MAIN RESPONSIBILITIES**

1. Contribute to the implementation of the WASAC Group mission by providing the necessary managerial, logistical and administrative support required for the fulfillment of the WASAC Utility mandate, including such areas as budget, finance, general services, logistics, etc; be accountable for the administration expenditure across WASAC Utility
2. Oversee timely preparations of all financial reports (financial statements, statutory, ad hoc and management accounts, including exception reports) to management and the Board of WASAC Group
3. Manage the internal financial interface with peer and stakeholder departments to ensure timely receipt of appropriate and accurate inputs and provision of feedback – foster an effective team collaboration
4. Lead the budgeting and forecasting processes, providing financial insights and analysis to support strategic decision-making
5. Ensure accuracy of all General Ledger accounts sign-off and report on all reconciliations



6. Maintain appropriate functional knowledge (i.e., industry best practices and international standards) to guide and support operations
7. Ensure effective treasury management including appropriate cash management, timely bank reconciliations, effective revenue collections and management of suppliers (effective management of all receivables and payables)
8. Establish a set of sound policies, procedures, practices, standards and tools that are consistent with best practice in order to ensure proper risk, budget, accounting, financial management and control.
9. Manage all financial risks and exposures of the company.
10. Implement robust financial systems that assure effective controls, transparent and accurate reporting and minimize events of fraud or misuse.
11. Engage with auditors and provide appropriate and timely responses to audit queries.
12. Lead and direct the preparation of the annual reports and review it for accuracy, completeness for submission to the CFO, Audit Committee and the Board for approval.
13. Act as principal adviser on all matters pertaining to administrative support.
14. Establish and manage a document flow and archive system across WASAC Group; and perform related duties as may be required by management
15. Any other duties that may be assigned by MD of WASAC Utility, CEO of WASAC Group or Chief Finance Officer.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Master's Degree in Accounting, Finance, Business Administration, Economics, with at least 8 years relevant work experience, 2 of which should have been in a managerial role in a similar organization or busy function

OR

1. Bachelor's Degree in Accounting, Finance, Business Administration, Economics, with at least 10 years relevant work experience, 2 of which should have been in a managerial role in a similar organization or busy function
2. Relevant professional qualification as applicable to the role such as Association of Chartered Certified Accountants (ACCA), or Certified Public Accountants (CPA), Chartered Financial Analyst (CFA), or any other relevant certifications



## **2. Purchase & Supply Chain Manager**

### **JOB INFORMATION**

**Department/Division:** Supply Chain

**Section/Unit:** Purchase and Supply Chain

**Location:** Headquarters

**Reports to:** Managing Director, WASAC Utility

**Nature of Contract:** Open ended

### **PURPOSE OF THE JOB**

This position is responsible for overseeing and optimizing the procurement, logistics, and distribution processes to ensure the reliable and efficient delivery of materials, equipment, and services necessary for the operation and maintenance of the WASAC water treatment facilities and infrastructure. This involves managing vendor relationships, inventory levels, and transportation logistics to support uninterrupted water service while minimizing costs and maximizing efficiency.

### **MAIN RESPONSIBILITIES**

1. Oversee and review supply chain strategies and processes, and ensure that they are aligned with WASAC Utility's goals and objectives
2. Oversee the supply chain strategy of the organization and maintain the procurement plan for each year
3. Regulate and optimize procurement, logistics and transport processes to ensure timely and cost-effective delivery of goods and services
4. Advise on inventory management processes to ensure that materials and equipment are available when needed
5. Create and maintain strong relationships with vendors and suppliers to ensure that the company receives high-quality goods and services at competitive prices
6. Identify and mitigate risks related to the supply chain function, such as supply chain disruptions or quality issues
7. Monitor and analyze key performance indicators to ensure that the supply chain function is meeting its targets and objectives as per WASAC Utility's strategic objectives
8. Lead and manage a team of supply chain professionals to ensure that the function operates efficiently and effectively, fostering a positive and collaborative work environment
9. Review and screen processes and standards for the logistics and ensure they are followed, as well related to the ERP system



10. Assess the annual supply and warehouse budget, ensuring operations are within the approved budget
11. Enforce adherence to WASAC Utility's procedures and policies in all the supply chain operations, setting up relevant control mechanisms in accordance with health, safety and environmental guidelines and directives are implemented and understood to ensure safety of people and resources
12. Conduct regular training sessions to enhance team skills and ensure compliance with safety and operational guidelines.
13. Perform any other duties that may be assigned by MD of WASAC Utility or CEO of WASAC Group.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Master's degree in supply chain management, Logistics, Procurement, Business Law or Administration, Economics with at least 8 years relevant work experience in a similar organization or busy function, 2 of which should have been in a managerial role

OR

1. Bachelor's degree in supply chain management, Logistics, Procurement, Business Law or Administration, Economics with at least 10 years relevant work experience in a similar organization or busy function, 2 of which should have been in a managerial role
2. Relevant professional qualification as applicable to the role.

### **Documents to be submitted**

- Job application letter
- C.V of the candidate
- Copy of Degree (s);
- Copy of ID
- A copy of service certificate (s) as proof of related work experience is a **MUST**.



**How to apply**

Interested candidates are required to submit their application through the consulting firm contracted to conduct this recruitment on behalf of WASAC Group Ltd via the following link: <https://www.careers-page.com/right-seat-2#openings> not later than 16 / 06 / 2026 at 5:00pm.

***Only selected candidates will be contacted.***

Done at Kigali on, 26 / 05 / 2026

**Dr. Asaph KABAASHA**  
**Chief Executive Officer-WASAC Group Ltd**