

23rd November 2023

Internal recruitment

4 Field Officer Supervisors

“Make a difference to thousands in the land of a thousand hills”

VisionFund Rwanda (VFR), is Rwanda’s largest microfinance Institution. VFR is committed to the development of Rwanda through providing affordable financial services (savings and loans) to the less privileged throughout its 4 zones in Rwanda.

VFR is the institution where you can develop your expertise working with the best people worldwide in a dynamic, team focused high performance environment. If you are looking for interesting but challenging work where you can make a difference in the world, then VFR has the will to make it so. VFR needs to recruit experienced and qualified staff on following position:

Field Officer Supervisor for:

- **Musanze Branch (1)**
- **Huye Branch: Nyamasheke arear (1), Huye area (2)**

Directly reporting to: Branch Manager with a dotted line to FAST Manager

Purpose of the position:

- Ensure the effective performance of savings groups in Branch
- Ensure significant extension, monitoring and loan documentation of the branch operations related to savings Groups.

Key Responsibilities:

- 1. Compliance at branch and in the field**
 - Ensure files presented for approval in the FAST credit approval process are 100% compliant with FAST standards
 - Ensure that all groups are visited prior to lending & that all FAST steps for both new and existing groups are maintained
- 2. Portfolio quality management**
 - Ensure that all late loans are immediately followed up and visited by field officer within a week of going late



- Follow up by supervisor visit on all late groups within a month

3. Portfolio Growth

- Ensure field officers have a monthly plan for finding new groups or repeat loans
- Ensure that FOs deliver on the plan each week
- Support FO in building a pipeline of potential savings groups and partner organisations

4. Monitor FO performance on regular basis.

- Daily checking of Power BI for FO performance
- Regularly coach, evaluate and train FOs
- Train FOs & SGs at appropriate intervals on FAST product and Procedures
- Conduct weekly field officer meeting (on half day FO are in the branch)

5. Hiring and Equipping new field officers/Coordination

- Involved with the BM & the FAST manager in the hiring of new Field officers
- Ensure FOs are equipped with all that is needed (phone, transport) and seek support from the BM to deliver it.
- Ensure the FOs are trained and identify gaps and seek support from the BM to deliver
- Support hiring process with local sourcing of Field officers
- Support the BM in tasks related to FAST as needed

Education/Experience

A2 in any discipline with 1 year and above of working experience as Field Officer in Visionfund Rwanda.

If you feel to fit in the position described above, please send us your application (Application letter + detailed CV) via email at recruitment@vfc Rwanda.rw not later than **30th November 2023**.

Only shortlisted candidates will be contacted.

Odette NIRERE
P&C and Administration Manager

