

## Job Advert for Rwanda Social Security Board (RSSB)

### About Rwanda Social Security Board (RSSB)

#### ***Rwanda Social Security Board***

The Rwanda Social Security Board was established in 2011 after the merger of the Rwanda Social Security Fund that administered the Pension and Occupational Hazard schemes (1962), and the National Medical Insurance that administered workers Health insurance (2001). In 2015, the management of Community Based Health Insurance scheme covering almost all Rwandans was added to RSSB's mandate. Maternity Leave benefits was established in 2016 and also managed under RSSB. In 2018, a Long Term Savings Scheme, was also established under RSSB.

RSSB plays an important role in financial and capital market development as well as being a source of direct funding for productive investment. It has shares in three banks and the Rwanda stock exchange, provides a large amount of cash and bank deposits and has been a large financier of real estate, GoR debt and strategic private sector investments. Between 2010 and 2017 assets of public insurers grew 2 times faster than the assets of private insurers.

Aside from being an impactful institutional investor **RSSB's objective** is 'to provide high quality social security services through collection of contributions, savings, efficient benefits provision and prudent investment of members' funds.'

Considering all the schemes governed under RSSB, it clearly touches on the lives of almost every Rwanda and hence has to be vigilant in all its efforts.

Growing enormously in such a short period of time came with a number of challenges and although the RSSB team has been up to the task, its capacity remains limited.

RSSB is currently going through an IT modernization process which will see most of its processes automated. There is also an ongoing comprehensive reform agenda both legal and structural.

The purpose of this post is to support RSSB to position itself for the future and deliver on its ambitious goals.

### Position: Strategic Adviser

#### **Key Responsibilities**

The strategic adviser will support the RSSB Director General (DG) to develop and drive the design and implementation of RSSB's ambitious reform agenda in the investment and social protection space.

The successful candidate will provide advice and practical assistance to the RSSB senior leadership team on how to strengthen the investment side of the business and the overall system of Social Security administration to become more efficient and effective. The adviser will be expected to support and shape RSSB's strategy of how the organization can maximize its impact on inclusive financial sector development and effective funding of the real economy more broadly. The adviser will be expected to liaise with the private sector and work alongside senior government officials in

Rwanda, international partners and DFID. The post holder will also be responsible for identifying opportunities for the delivery of short-term technical assistance to support the implementation of the overarching reform plan of the RSSB.

### **Roles and responsibilities / Deliverables**

The Adviser will be based full time at RSSB, reporting to the Director General, with frequent contact with the Access to Finance Rwanda office. The role will be adaptable, depending on RSSB's needs at the time, with priorities defined every six months with the DG. The likely division of time will be as follows:

- ❖ **50% - Strategic Advice** – The Strategic Adviser will deliver advice to the DG and Deputy DGs on a range of areas, both technical and organizational. The individual will be expected to be responsive to RSSB's needs at the time but advice could include:
  - Support in strengthening its investment policy and fund management for instance by
    - Thinking through RSSB's strategic role in financial sector development and financing of the National Strategy for Transformation, suggesting areas for development
    - Identification of areas of improvement in investment (criteria) and due diligence
    - Developing a system for impact tracking
  - Ensuring Schemes' sustainability
  - Widening Contributors base and improving compliance
  - Improving the effectiveness and efficiency of policy and Social Security administration in Rwanda

The individual will need to work with the DG in engaging a range of external stakeholders in this work, particularly the Ministry of Finance which is RSSB's line Ministry.

- ❖ **50% - Support to Implementation of RSSB Reforms** - RSSB is currently developing reforms in various areas including but not limited to; Information Technology, Legal status and Structural reforms. The Adviser will support the DG and his team in the roll out of RSSB reform plan. This role would involve hands on work with the relevant departments of RSSB to move reforms forward, with the Adviser having a particular focus on change management. Particular advice here could be in line with;
  - Support in establishing a robust, and automated digital process for accounting, reconciliation, investments and performance reporting to prevent fraud or errors,
  - Assisting the RSSB in designing and establishing an effective governance framework that optimally protects the rights and benefits of all members

The Adviser will also work with the DG to ensure that growing donor support is coordinated behind RSSB's priorities and that wider reform plans are delivered.

The post holder will need to engage sensitively and diplomatically with relevant senior officials, Ministers and the private sector to develop an understanding of their needs, articulate and shape their demand and to provide high-quality and relevant technical advice.

### **Knowledge, skills and experience required**

This role is highly flexible and unstructured. We are looking for an individual who can work well with little structure, has excellent communication and influencing skills and has the ability to carve out a strategic role for themselves in supporting the DG.

#### Skills, Experience and Qualifications:

##### Essential:

- Good understanding of Financial sector development and RSSB's strategic role in Rwanda's economic transformation
- Strong stakeholder management skills, with a track record of building sound relationships with a range of international and domestic partners, including senior government members and officials.
- Proven ability to achieve impact, coordinate competing views and influence others.
- Evidence of strong strategic thinking skills and flexibility to adjust your own, and others', priorities in response to changing circumstances.
- Experience of strategic planning, risk management and monitoring and evaluation.
- Confidence in overseeing and steering evidence generation and knowledge management

##### Desirable:

- Senior-level experience and expertise in a relevant field, such as Social Security administration, finance and investment or actuarial work
- Experience of leading a high-level change / reform program
- Experience of working on or in developing countries and/or in fragile environments
- Broad knowledge of Social Security Matters and/or investment fund management.
- Masters' Degree in Economics, Business Administration, Finance, or Insurance.
- Required minimum of 10 years of experience in social security schemes administration or other related fields.

**Although a specific Social Security qualification is not a pre-requisite for this post, an ability to work with colleagues in RSSB to implement and/or monitor outputs from individual short-term missions will be critical.**

### **Duration of the contract**

1.5 year role with opportunity for renewal, with RSSB and AFR reserving the right in exceptional circumstances to review, and potentially cancel, the role at the end of year one.

### Location

The successful candidate will be based at the Rwanda Social Security Board Office in Kigali, Rwanda (with possible travel to other regions of Rwanda).

### How to Apply

All qualified applicants should submit their applications at [procurement@afr.rw](mailto:procurement@ afr. rw) by **16<sup>th</sup> August 2019 at 5.00pm Central African Time (CAT)**.

The application should contain a CV with e-mail address, daytime telephone contact, qualifications, achievements, experience, present position and names & addresses of three referees together with a cover letter (maximum 2 pages) summarizing why you consider yourself particularly well suited for the position. **Do not attach any other documents at this point.**

All applications will be **selected on merit** and **only shortlisted candidates** will be invited for interviews. For any questions regarding the application process please contact AFR at [procurement@afr.rw](mailto:procurement@ afr. rw) during working hours only from 8:00AM to 4:00PM

**Women candidates are encouraged to apply.**