OFFICE OF THE COORDINATOR

RE-ADVERTISEMENT

JOB ANNOUNCEMENT FOR THE POSITION OF PRODUCT DEVELOPMENT MANAGER

AT GIIH/ACE-ESD UNDER THE AFRICAN CENTRE OF EXCELLENCE

The University of Rwanda is a Public Institution of Higher Learning committed to support the development of the country through the generation and advancement of knowledge and innovation among other core activities. The University of Rwanda through the Single Project Implementation Unit (UR-SPIU) is implementing four (4) African Centers of Excellence (ACEs) under the Eastern and Southern African Higher Education Centers of Excellence Project funded by World Bank.

Grid Innovation and Incubation Hub (GIIH) is a research, innovation and entrepreneurship initiative that is under the African Centre of Excellence in Energy for Sustainable Development (ACE-ESD) and hosted by College of Science and Technology (CST), University of Rwanda.

The two main objectives of GIIH are:

- ✓ To create a bridge between the university and various sectors in the economy to make research relevant to emerging global issues, and
- ✓ To support innovation and entrepreneurship through incubator and accelerator programs

Recently its business incubator program (G-BIP) has admitted 5 incubatees who are hosted for business coaching, regular training and networking meeting with angle funders, capital ventures and global jury. Therefore, Grid innovation and incubation is looking for a **Product Development Manager** who will be always involved in creating fresh merchandise that will fill a particular need within a company or be sold to make a profit to the new created market or existing markets. To ensure optimal functioning of the GIIH/ACE ESD , UR-SPIU calls for qualified and motivated candidates to apply on the above mentioned position.

MAIN DUTIES AND RESPONSIBILITIES OF THE PRODUCT DEVELOPMENT MANAGER

- Driving product strategy and tactical execution of product goals for innovation and incubation initiatives,
- Determines the process for creating a new product or services,

- Facilitate incubatees to create prototype of a new product in order to iron out flaws in the final design,
- Provide support to gather the raw materials necessary to build or create the product being developed by incubatees,
- Perform joint research to determine the best way to produce particular products or services.
- Prepare reports on the various procedures that have been tried in order to eliminate methods that are unsuccessful,
- Oversees product development amongst a team of individuals/incubates,
- Presents new ideas to corporate executives in order to gain permission to develop product lines,
- Prepare cost analysis on the development of a new products,
- Creates marketing campaigns designed to inform people about new products availability,
- Ability to work with researchers with an intent to produce patents, copyrights, and trademarks in order to make sure there are no infringement issues involved,
- Ensures that every phase of a particular project under GIIH proceeds as scheduled,
- Make adjustments to a development plan whenever the current idea is not working well,
- Managing sprint plans, schedules and milestones,
- Managing cross-team dependency coordination, often within the core project team as well as with the broader corporate teams,
- Constantly pushing the team of incubatees to think about product and customer experience differently embracing challenges,
- Managing expectations and meeting deadlines,
- Identify and select potential incubatees/startups for the incubation program.
- Analyze financial statements, forecasts and funding requirements of each potential startup.
- Supporting the definition, drafting and management of clients/incubatees agreements,

- Assist startups in the areas of strategy, business plan development, market analysis, company registrations.
- Understand requirements of startups and build a mentoring relationship through the mentor pool.
- Define deliverables, their timelines and monitor progress of startups,

REQUIRED QUALIFICATION AND SKILLS

- Master's degree in Entrepreneurship and Innovation or Marketing specifically in Product Development or an equivalent degree at a Bachelor level will be accepted in lieu of Masters with an experience of 5 years in the field of the Business Model Development
- Experience of working in projects is an added advantage;
- Excellent managerial skills, great teamwork, strong analytical skills, strong attention to detail skills and problem solving skills;
- Excellent interpersonal and communicational skills, both written and verbal.

Application Procedure

Interested and qualified candidates should submit their applications online to the spiurecruitment@gmail.com with a copy to uraceesd@gmail.com The title of the position should be clearly indicated and application file must be a single PDF file and should contain the following documents:

1. Application letter in English addressed to UR-SPIU Coordinator
2. A detailed Curriculum Vital
3. A copy of academic degree and academic transcripts
4. A copy of proof of previous relevant experience
5. A copy of ID

The deadline for submission of the application is set on 22nd October 2021. Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 08th October 2021

Immaculate BUGINGO
Coordinator
Single Project Implementation Unit (SPIU)
University of Rwanda