



Headquarters: Nyamata, Bugesera District, Rwanda | Uganda: Plot 14 Tabingwa Road, Walukuba - Masese Division, Jinja District. info@earthenable.org | www.earthenable.org

Job Title: District Support

Company: EarthEnable Uganda

Reports to: District Coordinator/Manager

Number of Positions: Four (4)

Location: Iganga, Namayingo, Bugweri and Buyende

WHO WE ARE AND WHAT WE DO

At EarthEnable, we believe that our clients deserve our very best. Morning high-fives are the best way to start the day, and the best ideas can come from any part of the company. We celebrate each other's wins, learn from our setbacks, and are deeply proud of the impact we make every day. We believe that a clean, dust-free floor means more than living in a healthy home. It means pride and dignity in the place our customers most treasure, their homes. Our focus is not just building floors but growing our organization and creating a better future for rural families.

EarthEnable is transforming the way people live, by making homes healthier for families across rural Rwanda and Uganda. 80% of Rwandans and Ugandans live in homes with dirt floors which are dusty, unsanitary, and fertile breeding grounds for parasites and germs. While replacing a dirt floor with concrete has significant health benefits (e.g. reducing diarrhea by 50% and parasitic infections by 80%), concrete is unaffordable for many who need it.

EarthEnable addresses this pressing and ubiquitous problem by selling high-quality, earthen floors that are 80% cheaper than concrete with 90% less embodied energy. Earthen floors are prevalent in modern homes in the United States and are composed of natural materials (gravel, clay, sand, and laterite). EarthEnable trains and hires local masons to install the floors which are sealed using a proprietary drying oil that makes them waterproof, strong, and polished.

ABOUT THE ROLE

The position is responsible for supporting the district manager perform any administrative, managerial or technical tasks for the smooth running of the district. They may be required to step in where the district manager is not available. This position works closely with the district managers, quality assurance, franchisees and the construction team to ensure that the district is run effectively.

RESPONSIBILITIES INCLUDE:-

- Franchisee development; train and develop the following skills in each of the franchisees assigned to you:
 - ❖ Selling skills
 - ❖ Soft management skills
 - ❖ Basic project management skills
 - ❖ Good customer service
 - ❖ Strategies and values of a good franchisee
- Support the district manager in identification and closing of channels leads (cooperative contracts, local institution sales)
- Ensure that all the franchisees assigned to you have adequate tools
- Support the district manager in management and coordination of franchisees, and occasionally fill in when the district leader is not available
- Coordinate requests from franchisees in a timely manner, such as anti termite, tools, training required etc
- Load all your franchisees' customer contracts in salesforce and ensure customer data is accurate
- Coordinate and oversee the flow of varnish, epoxy, and anti-termite to the franchisees
- Work on customers' feedback, complaints, and issues to ensure the satisfaction and success of the district.
- Empowering franchises with all construction techniques to succeed in the business
- Support district leader in finding and executing deals (cooperative contracts, channel partners, institution sales,among others)
- Responsible for company vehicles (Paying vehicles repair, fueling)
- Inventory tracking (anti-termite distribution, tools, office equipment)

QUALIFICATIONS

- Must hold at least a certificate(course) after senior six or diploma in construction or education.
- Must produce a national identity card and recommendation letter from the local council 1.
- The ideal candidate should have strong reputations in the rural communities as well as experience working with them.
- Should be hardworking and committed to do whatever it takes to get work done
- Should have skills in; sales, soft management, project management, fleet maintenance, logistics and inventory management,
- Should be committed to delivering excellence and demonstrating outstanding work ethics
- Should be creative, strategic, analytical, and have the ability to think outside the box
- Should possess a necessary license for riding a motorcycle. (Class A category)
- Should be flexible and adaptable to changing environments i.e with the ability to thrive in a bootstrapped culture.
- Should be optimistic and willing to learn new things
- Should be humble, a patient team-player with a good sense of humor
- Should have computer skills (e.g Word, Excel).
- Strong language skills: able to clearly speak and write in English, and one more of the

- local languages in the listed districts.
- Should have strong alignment with Earth Enables values:
 - Take pride in our impact on health. Work passionately to change the way people live.
 - Set the bar for customer care. Exceed their expectations every step of the way.
 - Work hard and work together to achieve our most ambitious goals and dreams.
 - Be resourceful and responsible with money; our impact depends on it.
 - Treat everyone with fairness, empathy, and concern with which we expect to be treated.
 - Trust each other to have the humility to support and the vulnerability to be supported.

HOW TO APPLY:

- All qualified candidates are encouraged to send their application letter, detailed CVs and academic documents to this email - immaculate@earthenable.org with the position/title in the subject line.

NB:- Only shortlisted candidates will be invited to participate in the interview process.

The deadline for receiving applications will be December 16th, 2022