

JOB DESCRIPTION

Position Title	Sales Analysis & Reporting Executive	Proposed Job Level	Officer
Location	Kigali, Rwanda	Business Unit / Function Department	Sales & Distribution
Written By	HR	Administrative Reporting to:	Head of Sales & Distribution
Approved by:		Functional Reporting to:	

1. JOB PURPOSE

To Lead and Manage the Sales Analysis & Reporting within the Sales & Distribution Department, Oversee all S&D department business reports accuracy and their timely availability.

2. KEY ACCOUNTABILITIES

Expected End Results:	Supporting Activities:
1. Sales Channel Analysis & Reporting	<ul style="list-style-type: none"> ▪ Kiosks Daily Reports (GA, ERC, CICO, Agents, Open kiosks, closed kiosks) ▪ AMB Daily Reports (Float, GA, ERC, CICO, Agents) ▪ AM Agents Activity tracking district wise, zone wise, site wise, MD wise, daily, weekly, monthly. ▪ SSOs daily productivity tracking (GA, GA with FRC, GA into AM Base) site wise, MH wise, District wise, Zone wise (daily, weekly, monthly) ▪ Top AM Agents performance tracker ~ daily ▪ Top SSOs performance tracker ~ daily ▪ OPCO & Group reports on sales channels.
2. Sales Development	<ul style="list-style-type: none"> ▪ Engagement with the TSMs and ZBMs on actions to improve subscriber base and revenue region wise. ▪ Target setting and performance tracking for TSMs and ZBMs.
3. Reporting	<ul style="list-style-type: none"> • Airtel GSM analysis & reports for Sales & Distribution + Airtel Money analysis & reports for Sales & Distribution. • Sales Infrastructure Performance Visibility (hourly & daily, weekly, monthly) • OPCO & Group S&D Reports availability (Timely & Accurate) • Competition insights availability and consolidation on a weekly & monthly basis.
4. Sales & Distribution Commissions Calculations	<ul style="list-style-type: none"> • In charge of commissions calculations for all the channels and timely validation by RA and timely payment. • Sales Team SIP calculations.

5. GSM & Airtel Money Sales KPIs Analysis & Reporting	<ul style="list-style-type: none"> • Kiosks, FPs, AMBs, AM Agents, SSOs, MH, MDs performance tracking (Subscribers & Revenue) • Float & Cash availability tracking per region, per site, per agent.
<p style="text-align: center;">Demonstrated Key competencies</p> <p style="text-align: center;"><i>This section requires an overview of the skills, education and experience required to do the job at a satisfactory level. It is not a list of the job holder's qualification.</i></p> <p>Skills critical to the role:</p> <ul style="list-style-type: none"> • Self-motivated with high energy levels, a sense of urgency, empathetic, able to demonstrate a drive for results within tight deadlines. • Good business acumen – very high business analytical skills. • Details oriented person + team player • Strong troubleshooting and problem-solving skills. Should be able to think on their feet and provide timely solutions with ability to follow up issues till closure. • Excellent interpersonal skills and decision-making ability. <p style="text-align: center;">Educational Level & working experience must have:</p> <ul style="list-style-type: none"> • A university degree in Business Administration, Statistics, Business Information Technology, or any related field. • Very good with IT tools (MS excel, SQL, MS office package) • At least 2 years work experience in Telecom, Mobile Financial Service or FMCG. 	

3. APPROVAL

Job Holder's signature	
Line Manager's signature	