

Job Title: **Odoo Consultant**
Location: **Bujumbura**
Contract: **Short Term Assignment (3-6 months)**

Terms of Reference

➤ ABOUT WEZA POWER

Weza Power is a dynamic and growing energy distribution company focused on providing sustainable and reliable electricity across Burundi. As part of our mission to expand access to energy and contribute to the country's development, we are seeking talented and dedicated professionals to join our team and support the growth of our operations. We are committed to fostering an inclusive and diverse work environment where every team member is empowered to make a difference.

➤ JOB PURPOSE

Weza Power is seeking an experienced Odoo Consultant to support the setup and rollout of the Procure-to-Pay (P2P) and Inventory modules as an interim solution while the full ERP is being implemented. The consultant will ensure that procurement and stock movements are managed in a controlled, auditable, and user-friendly manner and will provide hands-on support to internal teams.

➤ KEY RESPONSIBILITIES

- Map current procurement and inventory workflows
- Configure Odoo P2P and Inventory modules
- Set up approvals, roles, and access rights
- Prepare vendor and item master data structures
- Support testing and go-live
- Train users and transfer knowledge to in-house staff

➤ DELIVERABLES

- Configured Procurement & Inventory modules
- Approval and access rights matrix
- Process mapping documentation
- Data templates (vendors/items)
- SOPs and user training materials
- Handover documentation



➤ **REQUIRED PROFILE**

- Proven experience in Odoo Procurement and Inventory deployments
- Strong understanding of P2P workflows and internal controls
- Consultancy / implementation experience (not just end-user)
- Ability to train users and prepare clear documentation
- Experience in regulated or donor-funded environments is an advantage
- English required; French is an asset

➤ **HOW TO APPLY**

Interested candidates are requested to submit their application file in a **single PDF document** via email to weza.power@infinitygroup.bi with the subject line **“WEZA POWER Recruitment – Odoo Consultant”**.

The application file must include the following documents:

- A cover letter addressed to the Managing Director of INFINITY GROUP,
- Two (2) updated CVs (one in French, one in English), including three (3) professional references (and their contact details).
- A copy of the National Identity Card (CNI) or Passport,
- Copie(s) of certified diploma (s),
- Professional service certificate(s).

The deadline for submitting applications is **Sunday, November 9, 2025, at 11:59 PM (GMT+2)**.

