

TITLE	RECRUITMENT OF STAFF TO WORK WITH NATIONAL FUND FOR ENVIRONMENT (FONERWA)
TYPE OF CONTRACT:	OPEN ENDED CONTRACT
DATE OF ISSUE	15th February 2023
DUE DATE	9th March 2023

Background and context

Climate change is one of the greatest threats to Rwanda's development. This is why the Government has prioritized the green economy and an economic transformation that is environmentally sustainable and climate resilient. The National Strategy for Transformation identifies environment and climate change as cross-cutting issues and the Green Growth and Climate Resilience Strategy guides the Rwandan economy toward a climate resilient and low carbon development pathway. In 2020, Rwanda committed to an ambitious climate action plan, and Vision 2050 sets the goal for Rwanda to be carbon neutral by the middle of the century.

To finance the Green Growth and Climate Resilience Strategy and Rwanda's green growth ambitions, the Rwanda Green Fund (FONERWA) was established.

The Fund is a ground-breaking environment and climate change investment fund that provides targeted financial and technical support to contribute to Rwanda's vision of becoming a carbon neutral and climate-resilient economy.

The Fund has mobilized close to USD 250 million for 46 green investments in sustainable transport, renewable energy, green cities, and biodiversity conservation. As a result of these investments, 176,000 green jobs have been created, 88,000 households have been provided with improved access to off-grid clean energy, 126,000 tons of carbon dioxide equivalent emissions have been avoided and 120,000 people have been supported to cope with the effects of climate change.

The Fund is inviting passionate and competent personnel to join our team. Please find below the job positions and required qualifications and experience. Detailed job descriptions can be also found at <http://www.greenfund.rw/careers>.

National Fund for Environment - FONERWA | Career Centre Building, KG7, Kacyiru | P.O. Box
4505 Kigali, Rwanda

+250) 252 580 769 | info@fonerwa.org | www.fonerwa.org

Institution	National Fund for Environment (FONERWA).
Job Title:	Project M&E Specialist
Administrative Unit:	Chief Finance Office
Job Level and Grade:	3.III
IV:	500
Index:	1890
Report to:	Project M&E Analyst
Responsible for:	N/A
Functions	Tasks
Support the Developing Theory of Change, Result chain Framework, Log frame, and metadata/reference sheet for the Fund	<ul style="list-style-type: none"> • Develop/Revise the Theory of Change, Result chain framework, log frame, and metadata/reference sheet • Develop/revise the data collection tools • Develop/Revise the M&E system • Support the development/review of the program/projects proposals
Support Project Applicants to Develop Results Management Framework at Project level.	<ul style="list-style-type: none"> • Provide training and technical assistance to project applicants during the call for proposal to design the project theory of Change, Result chain framework, logical frameworks (setting outcomes, outputs, indicators, targets). • Support in the design of the project monitoring and evaluation framework (methodology for data collection, analysis and reporting). • Screening proposal and provide technical guidance.

<p>Monitor the Fund activities against settled results framework</p>	<ul style="list-style-type: none"> • Developing monitoring data collection tools • Ensuring data and information integrity through overall data management including data entry and verification. • Carry out physical verification and spot-checks to guide implementation. • Carry out regular monitoring of activities • Carry out data quality assessment.
<p>Developing the Fund impact Evaluation</p>	<ul style="list-style-type: none"> • Develop and coordinate the Fund impact evaluations. Portfolio analysis and other assessments • Develop the Terms of References • Develop the quantitative and qualitative assessment for the Fund • Develop and coordinate the case studies
<p>Support program/Projects Evaluation Process</p>	<ul style="list-style-type: none"> • Support in coordinating of baseline, mid-term and final programs and projects evaluations. • Carry out annual reviews.
<p>Capacity building of implementing partners</p>	<ul style="list-style-type: none"> • Carry out implementing partner capacity building activities as outlined in the action plan. • Conduct needs assessment of implementing partners. • Develop training modules. • Organize training sessions. • Evaluate the training impact for implementing partners.
<p>Knowledge Management</p>	<ul style="list-style-type: none"> • Identify best practices from within the Fund programs/projects and facilitate knowledge acquisition, sharing and documentation on learning emerging from field

	<p>implementation.</p> <ul style="list-style-type: none"> • Work closely with communication to ensure ongoing gathering of qualitative information, success stories, case studies, lessons learnt and other relevant information, ensuring that they are appropriately packaged, stored, and shared to promote the uptake of innovative technology and approaches. • Support partners in improving learning and sharing mechanisms in their projects. • Organize the knowledge sharing workshops • Experience capitalization and documentation of lessons learnt
Reporting	<ul style="list-style-type: none"> • Reviewing monitoring reports and provide feedback to implementing partners. • Ensuring regular transmission of project reports through the Fund database. • Carry out periodical reporting (monthly, quarterly and annual) for the projects. • Support in the generation of periodic consolidated Fund reports.
Job Specifications/Profile	
Relevant Qualifications	
A Master's degree in Environment Policy and Planning, Monitoring and Evaluation, Economic Planning and Policy, Business	
Administration, Statistics, Development Studies or Project Management or Bachelor Degree with	

exceptional experience and proved performance.

Required Experience

At least 3+ years of relevant working experience in programs/projects planning, monitoring and evaluation, impact evaluation or research analysis. Working in international organizations or in complex projects and dealing with various stakeholders is an added advantage.

Required Competencies

- Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner.
- Excellent research and data collection methodology skills.
- Ability to create organizational work plans based on higher-level goals.
- Skills in supporting staff with a variety of levels of knowledge and capabilities.
- Strong organizational skills in order to balance competing priorities.
- Ability to work independently to efficiently meet deadlines.
- Strong interpersonal skills.
- Oral and written communication skills to deal effectively with mid and high-level partner contacts, the host government, and the local communities.
- Ability to apply the Fund regulations and procedures to daily work requirements.
- Excellent computer skills, including word processing, spreadsheet programs and data base management.
- Experience working with implementing partners
- Ability to collaborate well on a team while also taking initiative to complete assigned tasks with high competence.

Institution	National Fund for Environment (FONERWA).
Job Title:	Internal Audit Specialist
Administrative Unit:	Office of the Chief Executive Officer
Job Level and Grade:	3.II
IV:	500
Index:	1369
Report to:	Projects Internal Audit Analyst
Responsible for :	
Functions	Tasks
Manage the Annual Internal Audit Plan for the Fund	<ul style="list-style-type: none"> • Prepare annual audit plan. • Consults the Fund departments/units for collecting information regarding their annual activities. • Identify and evaluate the Fund risks in all auditable areas and prepares a risk based audit plan. • Designs the audit plan with clear timing. • Ensures that the annual audit plan is approved by the Audit Committee and submitted to MINECOFIN
Carrying out financial review (Monthly and quarterly)	<ul style="list-style-type: none"> • Conduct quality review of financial statement by carrying out audits that evaluate the controls over revenues, expenditures, assets and reliabilities designed to optimize the efficient use of resources and effectiveness of operations. • Put much emphasis on the appropriateness of accounting records and reliability of financial reporting. • Reviews all payment done during the period under review for example monthly, quarterly, etc.

	<ul style="list-style-type: none"> • Provides findings to the department/units under audit. • Provides final reports to the Chief Executive Officer and Audit Committee • Gives advice on the appropriateness of accounting records and financial reporting, • Where appropriate, assess any allegations of wrongdoing or breaches of government standards of conduct.
Carrying out annual systems audits	<ul style="list-style-type: none"> • Assess whether current controls are adequate to identify risk and provide assurance on adequacy and effectiveness of risk management practices.
	<ul style="list-style-type: none"> • Helps management to improve efficiency and to ensure that governance, risk management and internal control systems are operating efficiently and effectively. • Review the existing and new information systems to assess the quality of controls and the relevance and reliability of system output.
Carrying out compliance audits	<ul style="list-style-type: none"> • Examines adherence to any policy, contractual, regulatory and legislative requirements.
Providing advisory services	<ul style="list-style-type: none"> • Participates in significant initiatives and priorities and providing solutions to financial and other internal controls issues. • Safeguards his/her objectivity and ensure he/she is not playing management roles.
Following up audit recommendations	<ul style="list-style-type: none"> • Reviews management responses to internal audit, Office of the Auditor General and other external audit recommendations. • Prepare a monitoring reports including status of implementation of recommendations and corrective action plan (quarterly).

<p>Preparing consolidated Quarterly Internal Audit Report (QIAR)</p>	<ul style="list-style-type: none"> • Summarizes Internal Audit activities in a consolidated report to be submitted to the Audit Committee and fund management. • Copies to the Head of audit Committee , Chief Executive Officer and to the office of Government Chief Internal Auditor (GCIA). • Represents internal audit in committee meetings.
--	---

Job Specifications/Profile

Relevant Qualifications

Bachelor’s degree in Auditing, Finance, Accounting Commerce (with an option of Finance or Accounting) or Business Administration (with an option of Finance or Accounting).

Having Bachelor’s degree in aforementioned domains with an auditing professional qualification recognized by the Institute of Internal Auditors-Rwanda: Certified Internal Auditor (CIA) Certified Government Auditing Professional (CGAP), Certified Financial Services Auditor CFSA), Certification in Risk Management Assurance (CRMA), Certification in Internal Control Self-Assessment (CCSA), or Qualification in internal Audit Leadership (QIAL) is an added advantage.

OR Master’s degree in any of the aforementioned domains.

Required Experience

At least 3-5 years of relevant working experience as an auditor (internal or external auditor), financial controller, or organization risk management for Bachelor’s degree holders in a reputable organization preferable an audit firm OR a Masters degree with 2 years of relevant working experience.

- Proficiency in applying internal audit standards, procedures and techniques required in performing engagements.
- Understanding of management principles to recognize and evaluate the materiality and significance of deviations from best practices.
- Application of fundamentals of subjects such as accounting, economics public administration,

law, finance, and information technology. Each auditor should be fully qualified in at least one of the required disciplines, but need not to be qualified in all of the disciplines.

- Skills in dealing with people and communicating clearly and effectively to convey such matters as engagement objectives, findings, conclusions and recommendations.
- Knowledge of technology tools such Microsoft applications, electronic working papers, and ability to use technology, in particular computer-assisted audit techniques to support audit testing and analysis.

How to Apply

To apply, please submit your Curriculum Vitae (CV), copies of academic certificates, proven working experience and one-page cover letter detailing why you are interested in the position you are applying for. Please note that all applicants must apply via email: recruitment@fonerwa.org

The deadline for submission of application is **9th March 2023 at 5:00 PM Central Africa Time.**

For more information about the Fund, visit <http://www.greenfund.rw/> for any enquiries, please contact us at info@fonerwa.org.

Done at Kigali, on 14th February 2023.



Teddy MUGABO MPINGANZIMA
Chief Executive Officer
National Fund for Environment – FONERWA



