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, 128,000 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.fonerwa.org/careers.

The Job Openings
1. Accountant
2. Logistics and Store Management Officer
3. Projects & Programs Procurement Specialist.
<table>
<thead>
<tr>
<th>Institution</th>
<th>National Fund for Environment (FONERWA).</th>
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</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Accountant</td>
</tr>
<tr>
<td>Administrative Unit:</td>
<td>Office of the Chief Finance Officer</td>
</tr>
<tr>
<td>Job Level and Grade:</td>
<td>5.11</td>
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<tr>
<td>IV:</td>
<td>500</td>
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<tr>
<td>Index:</td>
<td>951</td>
</tr>
<tr>
<td>Report to:</td>
<td>Corporate Financial Management Specialist</td>
</tr>
<tr>
<td>Responsible for:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Functions

#### Financial Accounting
- Prepare indirect payments for both ordinary and development budget by participating in the development of key priorities/Action Plan for the Fund.
- Prepare and receive purchase orders and Payment Requisition Vouchers.
- Post payment in smart IFMIS through local mode (indirect payments).
- Ensure approval of payment and submission to BNR.
- Check regularly payments made by BNR.
- Strengthen and maintain network with BNR and MINECOFIN focal persons.
- Coordinate the Preparation of bank accounts reconciliation statements.
- Verify and analyse financial statements for consistency.
- Consolidate the accounting information and fill in the reporting format provided by MINECOFIN.
- Follow up the approval of the financial statement report before the deadline and ensure that they are submitted to MINECOFIN in due time.
- Follow up to ensure accounting coding and budgeting lines are correct: this includes verification of financial reports, expenses and supporting documents.
- Keep up to date with developments in the financial management discipline/sector.
- Contribute to improvement of internal controls that reduce risks.

#### Financial document management
- Filing of accounting documents.
- Put in place a proper Filing system.
- Ensure regular filing of accounting documents for indirect payments.
- Facilitate internal and external audits.
- Responsible for transparent and consistent filing of all accounting, banking and cash management documents.
- Check and control to ensure quality and completeness of justification and supporting accounting documents of all expenses following financial guidelines and periodic reports.

#### Governance, Compliance and Risk Management
- Declare and pay VAT and withholding taxes of THE FUND service providers.
- Identify THE FUND service providers whose VAT and withholding taxes are to be declared and paid.
- Fill in the RRA format for both VAT and withholding taxes.
- Process online declaration of VAT and withholding taxes through RRA website and print acknowledgement receipts.
- File monthly VAT and withholding taxes declarations.
Account receivable and payables management

- Prepare, register and keep cheques.
- Verify staff payroll for bank transfers at the end of each month.
- Ensures all invoices from external parties (contractors, suppliers among others) are paid in due time.
- Review and approve payment documents and submit to Director of Finance for approval.
- Attend and record all bank transactions, maintain bank accounts, ensure monthly bank statements and account overviews.
- Manage petty cash including regular daily cash counts, verification of balance of cash book and cash-on-hand, establishment and signature of cash count statements.

Job Specifications/Profile

Relevant Qualifications
Bachelor's degree in Finance, Accounting, Business administration or Commerce with specialization in finance or accounting.

Having a professional qualification e.g. CIA, ACCA, CPA, etc. is an added advantage.

Required Experience
At least 2-3 years of relevant working experience in finance, accounting or auditing in a reputable organization.

Required Competencies
- Clear understanding of the Organic Law on State Finance and Property.
- Knowledge of Rwanda’s financial management standards and procedures.
- Good working knowledge of SMART IFMIS software.
- Knowledge of Accounting principles and practices and financial statement and reporting.
- Familiar with the MINECOFIN Annual Planning and Budget Call Circular (PBCC) and the data required from user departments in the Fund.
- Familiar with internal/ external auditing and the responsibility of the Accountant in this process.

Institution
National Fund for Environment (FONERWA).

Job Title: Logistics and Stock Management Officer

Administrative Unit: Office of the Chief Finance Officer

Job Level and Grade: 5.11

IV: 500

Index: 951

Report to: Corporate Financial Management Specialist

Responsible for: N/A

Functions

Manage and Coordinate requisition of goods and assets

- Prepare requisition forms of the Fund’s equipment, goods and assets based on stakeholder requirements.
- Prepare purchase order forms and make follow up on deliveries.
- Work with successful bidders to ensure effective delivery of goods and services.
- Deliver materials requested to the staff.
<table>
<thead>
<tr>
<th>Reporting, Budgeting and Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain an updated inventory list for all equipment's, goods and assets for the Fund including depreciation calculations.</td>
</tr>
<tr>
<td>Participate in budget allocation process.</td>
</tr>
<tr>
<td>Propose the public auctions of depreciated assets.</td>
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<tr>
<td>Prepare quarterly and annual reports of transport management.</td>
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<tr>
<td>Prepare and submit required reports e.g. stock reports).</td>
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<tr>
<td>Account for the Fund assets through rolling out of Codify manuals.</td>
</tr>
<tr>
<td>Participate in internal and external audits in regard to assets management</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility Management and House Keeping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure that the Fund's administrative building is insured against probable risks such as burglary, fires etc</td>
</tr>
<tr>
<td>Ensure proper functioning of electricity, water and broadband installation of the Fund administrative building</td>
</tr>
<tr>
<td>Ensures cleanliness of the Fund's offices and surroundings and the maintenance of laws.</td>
</tr>
<tr>
<td>Ensures security of the Fund's offices and property.</td>
</tr>
<tr>
<td>Ensure smooth and orderly supply of refreshments, office stationery and materials to members of staff.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Transport Coordination</th>
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<tbody>
<tr>
<td>Identify logistics needs through consultation of the Fund's different departments/divisions and projects.</td>
</tr>
<tr>
<td>Record keeping of all transport related documents e.g. requisition forms from staff etc</td>
</tr>
<tr>
<td>Ensure proper allocation of Vehicle to facilitate Staff movement</td>
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</tbody>
</table>

**Job Specifications/Profile**

**Relevant Qualifications**
A Bachelor’s degree in either Business Administration, Accounting, Management, Supply Chain Management, Administrative Sciences, Procurement, or Public Administration.

**Required Experience**
At least 2-3 years relevant working experience in a similar function.

**Required Competencies**
- Proven experience in Stock Management and Logistic operations.
- Knowledge of supply chain management.
- Strong organizational and interpersonal skills.
- Computer literate with good knowledge of MS Office (Word, Excel, Access, Microsoft Project, Power Point) in relation to Stock Management and Logistic operations.
- High level of discretion in dealing with confidential, critical and highly sensitive situations within the organization and externally.
- Strong written and verbal communication skills.

**Institution**
National Fund for Environment (FONERWA).

**Job Title:** Projects & Programs Procurement Specialist

**Administrative Unit:** Office of the Chief Executive Officer

**Job Level and Grade:** 3.II

**IV:** 500

**Index:** 1369

**Report to:** Chief Finance Officer

**Responsible for:** N/A

**Functions**
Tasks
- At least 3-5 years of relevant working experience in procurement for projects/programs for Bachelor’s degree holders OR
- Master’s degree in procurement with 2 years relevant working experience in procurement.
- Working in international organizations or complex projects and dealing with various stakeholders is an added advantage.

**Required Competencies**
- High Analytical Skills.
- Knowledge in E-Procurement.
- Proven experience in procurement guidelines of major development partners.
- Demonstrated knowledge of public procurement law, regulations and procedures.
- Demonstrated knowledge of procurement of service providers of services, goods and works.
- Highly organized, detail oriented with a proven ability to prioritize and manage time well.
- High level of discretion in dealing with confidential, critical and highly sensitive situations within the organization and externally.
- Strong written and verbal communication skills in English especially in Contract drafting and negotiation.

**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 Please include the role you are applying for in the subject of your email.

The deadline for submission of application is 29th April 2023 at 5:00 PM Central Africa Time.

For more information about the Fund, visit www.fonerwa.org. For any enquiries, please contact us at info@fonerwa.org.

**Done at Kigali, on 14th April 2023**

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