

JOB ADVERTISEMENT

TITLE	RECRUITMENT OF THE DEVELOPMENT DIRECTOR FOR THE GREEN CITY KIGALI COMPANY (GCKC)
TYPE OF CONTRACT:	OPEN- ENDED
DATE OF ISSUE	NOVEMBER 2021
Location	Kigali - Rwanda

I. Background

The National Fund for Environment (FONERWA) has secured funding from the German Development Cooperation through KfW Development Bank and the Green Climate Fund's Project Preparatory Facility (PPF), to prepare a feasibility study and to conduct an international design competition and tender process to select an Urban and Architectural Design Consultant (UADC) to undertake urban planning, infrastructure and architectural design services associated with the Green City Kigali project.

The GCK project aims to develop a model community in the 600-ha Kinyinya Hill area (Planning Area) of Gasabo, a district in the capital city, Kigali. The model will provide affordable housing for low-middle income target groups in sustainable and culturally compatible, climate-resilient urban communities, which establishes new standards that can be replicated elsewhere in Rwanda and beyond - setting a trajectory towards a Net Zero future.

A special purpose vehicle (SPV) has been established which will serve as the central vehicle for the project's implementation. This SPV is known as the Green City Kigali Company (GCKC).

The implementation of the GCK project has been divided into several phases:

Phase A Feasibility Assessment with a situation analysis on a 16-ha pilot and the design of a sustainable and green solutions framework. (November 2018 until May 2021).

Phase B Design Competition of internationally renowned architecture and engineering teams resulting in a jury-selected urban master plan for the 600 hectares of GCK and a derived design proposal for the 16-ha pilot. (September 2019 until June 2020).

Phase C Detailed Design by the winning competition team – the Urban and Architectural Design Consultant (UADC) - and rendering support in the approval- and legal anchoring process of the master plan for GCK. Final elaboration of the urban master and zoning plan and the conceptual design services for public infrastructure, public buildings and private housing units and detailed design services incl. construction tender documents for public infrastructure and public buildings until approx. December 2022.

Detailed Design by private housing developers of private housing units based on the conceptual design by the winning competition team: approx. November 2022 until June 2023.

Phase D Construction and occupation of the 16-ha pilot: July 2023 until at least December 2028 for substantial completion.

Phase E 16 -ha pilot **In Use** with need for asset and facility management.

The timing of the detailed design and development of the remaining 600-ha Kinyinya Hill area will be decided at a later stage.

II. The Development Director

The Development Director for the Green City Kigali Company (GCK, GCKC or “the Company”) has a primary responsibility to manage the day-to-day activities of the project to ensure they are achieved in a timely manner as per the strategies and policies approved by the GCKC Board of Directors.

A. Specific duties and responsibilities of the Development Director include, but are not limited to the following

- Managing the Project team on a day-to-day basis and ensuring that the activities of the Project reflect and wholly support the strategies agreed by the Board.
- Preparing for and, if necessary, leading committee meetings and project discussions.
- Under the guidance of the CEO, lead the implementation and delivery of the GCK project to meet the key success markers in achieving the projects vision.
- Support the CEO to recruit the GCKC technical team (staff and consultants) required in the implementation of the GCK Project.
- Prepare and coordinate the scope of services and contracts for consultants, planners and project managers as well as procurement of corresponding services. All consultants engaged in the project will report to the Development Director.
- Establish a suitable communication infrastructure, e.g. through the use of communication platforms to ensure undisturbed communication between the project stakeholders.
- Support the CEO to monitor and evaluate the performance of the technical team.
- With support from a Project Management Consultant contracted by FONERWA, supervise the technical team to oversee the design, review, approval and implementation of the project (architectural and engineering drawings, specifications and construction costing, quality and timebound delivery). This will involve overseeing the work of an Urban Architectural Design Consultant (UADC).
- Conducting negotiations and concluding project-related contracts with a legally binding effect in accordance with the delegated power of attorney.
- Oversee construction administration activities including: the contracting process, and conflict management, monitoring construction progress and quality, coordinating funder contributions, coordinating finance, administering the development budget and coordinating contractor payments.
- Issuing of approvals, acceptances and commissioning.
- Research and implement best practices and make recommendations to senior leadership team on incorporation of the same.
- Coordinate with other relevant teams to fulfil respective requirements: marketing and sales; legal; accounting, finance and investment; HR; and any other.
- With the support of the Project Management Consultant, organize consultation and validation meetings with the relevant stakeholders.
- Facilitate the internal approval, and external by relevant authorities, of the work to be undertaken by the consultants (Project Management Consultant and the Urban Architectural Design Consultants).
- Ensure that all project requirements are identified and met, and that all relevant stakeholders and partners are properly represented and engaged during the implementation of the project.
- Representing the project to different meetings, workshops and events, including governmental authorities, if required.

- Ensuring the project complies with all its legal, regulatory and administrative obligations.
- Ensuring that day-to day communication activities of the project are clear and well-coordinated.
- Support the CEO in drafting project reports to be submitted to the GCKC Board of Directors, and reports directly to the CEO of the Company.

B. Required qualifications of Development Director

- Master's degree in Project Management, Engineering, Construction, and/or other relevant certificates such as Professional Qualifications such Project Management Professional (PMP)®, Certified Associate in Project Management (CAPM)® or PRINCE2®.
- At least 10 years' experience in Project Management with specific experience in implementing a project of similar scale.
- Experience in delivering public projects especially large-scale affordable housing projects is seen as an asset, and in some cases, may be substituted in lieu of advanced degrees.
- Strong communication, negotiation and interpersonal skills.
- Planning projects from conception to implementation.
- Assessing projects' risks and opportunities.
- Ability to execute each phase of the project life cycle.
- Strong analytical, problem-solving and decision-making skills, capable of pragmatically guiding the technical and other teams (marketing and sales; legal; accounting, finance and investment; HR), consultant teams and contractors to deliver various aspects and functions as regards the project.
- Highly ethical and committed to transparency, accountability and delivery of quality products.

III. Timing

- The position is expected to be filled as soon as possible and is open-ended.

IV. Remuneration

- The incumbent will be offered a competitive remuneration package tailored to and commensurate with his/her experiences and educational background.

V. Expression of Interest

- If you are interested in this position please email your detailed CV, including three referees, and a cover letter by **Monday, November 16th, 2021 at 5:00 PM** to:
The Chairperson of the Board of Directors
Green City Kigali Company (GCKC)
Kigali, Rwanda
recruitment@fonerwa.org

VI. Other

- **Only shortlisted candidates will be contacted.**
- For further information on the Green City Kigali project please also consult <https://greencitykigali.org>

Done at Kigali, 02nd November 2021,

Approved by

GCKC- Board Chairperson

Teddy Mugabo Mpinganzima