



<b>TITLE</b>	RECRUITMENT OF STAFF TO WORK WITH THE RWANDA GREEN FUND
<b>TYPE OF CONTRACT:</b>	OPEN ENDED CONTRACT
<b>DATE OF ISSUE</b>	25 <sup>th</sup> October 2024
<b>DUE DATE</b>	8 <sup>th</sup> November 2024

### 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 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 <https://greenfund.rw/careers>

<b>Institution:</b>	<b>National Fund for Environment</b>
<b>Job title:</b>	<b>Corporate Procurement Specialist</b>
<b>Administrative Unit:</b>	Office of the Chief Executive Officer
<b>Job Level and Grade:</b>	3.II
<b>IV:</b>	500
<b>Index:</b>	1369
<b>Report to:</b>	Chief Executive Officer
<b>Responsible for:</b>	
<b>Functions</b>	<b>Tasks</b>
Collect information from user administration units and prepare the annual procurement plans	<ul style="list-style-type: none"> <li>▪ Collect information on tenders to be issued in financial year.</li> <li>▪ Prepare the quarterly and annual procurement plans in line with what is outlined in the budget.</li> <li>▪ Submit the procurement plans to the Fund management for approval.</li> <li>▪ Submit the procurement plan to RPPA and publish on the Fund website and media.</li> <li>▪ Prepare all procurement activities including advertising, pre-qualification.</li> </ul>
Execute the procurement plans and ensure proper contract management	<ul style="list-style-type: none"> <li>▪ Follow up on the timely preparation of technical specifications/ToRs, advertising, review, of applications, reporting, contracting and management.</li> <li>▪ Prepare tender documents and notices.</li> <li>▪ Deliver tender documents and receive bids from bidders.</li> <li>▪ Evaluate in collaboration with the tender committee the bids before approval by the Fund Chief Executive Officer.</li> <li>▪ Prepare notification letter for bidders and recommend contract awards.</li> <li>▪ Coordinate the response to inquiries and communicate the results of the evaluation process to the applicants, in response to guidelines.</li> <li>▪ Organize and participate in contract negotiation.</li> <li>▪ Provide information/support documents for contract drafting to the Legal Analyst.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Follow-up of contract execution and completion in collaboration with the user departments. Coordinate the response to the inquiries and communicate the results of the evaluation process to the applicants, in response to guidelines.</li> <li>▪ Evaluate the contract implementation after the completion of the assignment.</li> <li>▪ Assist in advice on contract management and verification of payment documents.</li> </ul>
Report and file procurement documents	<ul style="list-style-type: none"> <li>▪ Establish a performance monitoring database for all suppliers and consultants and ensure efficiency and timeliness in the delivery of outputs from the services providers.</li> <li>▪ Maintain Procurement records and manage relationships with contracted suppliers/consultants.</li> <li>▪ Produce and submit timely monthly report to RPPA on procurement plan progress.</li> <li>▪ Produce procurement report as required by competent authorities.</li> <li>▪ Facilitate Procurement Audit.</li> <li>▪ Ensure a proper and safe filing system for procurement information.</li> <li>▪ Submit periodical reports to the Fund Chief Executive Officer.</li> </ul>
<b>Job Specifications/Profile</b>	
<b>Relevant Qualifications</b>	
<p>Bachelor's Degree in Procurement, or Management, Business administration, Finance, Economics, Law, Accounting, with Chartered Institute of Procurement and Supply Certificate (CIPS). OR Master's Degree in Procurement or Master's degree in Management, Business administration, Finance, Economics, Law, Accounting, with Chartered Institute of Procurement and Supply Certificate-CIPS (for none procurement degree holders).</p>	
<b>Required Experience</b>	
<p>At least 3 years of relevant working experience in procurement for Bachelor's degree holders, with 2 years relevant working experience for Master's degree holders. Working in international organizations or complex projects and dealing with various stakeholders is an added advantage.</p>	

### Required Competencies

- Demonstrate extensive practical experience and skills in all aspects of national and international procurement of goods, works and of consulting services, and with Government of Rwanda Procurement law and regulations. relevant working experience with projects financed by Multilateral institutions is highly desirable.
- Good knowledge of Umucyo e-procurement system.
- Proven knowledge and understanding of donor funded projects implementation.
- Demonstrate extensive practical experience and skills in all aspects of national and international procurement of goods, works and of consulting services, and with Government of Rwanda Procurement law and regulations. relevant working experience with projects financed by Multilateral institutions is highly desirable.
- Good knowledge of Government Umucyo e-procurement system.
- Proven knowledge and understanding of donor funded projects implementation.

### APPLICATION PROCEDURE

To apply, please submit the following documents:

- a) Your completed application form accessible on <https://greenfund.rw/career>
- b) Your updated and signed Curriculum Vitae (CV)
- c) Copies of academic certificates
- d) Proven working experience, and
- e) One-page cover letter detailing why you are interested in the position you are applying for.

**Please note that all applicants must apply using our online application system via: <https://greenfund.rw/career>**

The deadline for submission of application is **8<sup>th</sup> November 2024 at 5:00 PM Local Time**

For more information about the Rwanda Green Fund, kindly visit our website on <https://greenfund.rw/> and for more enquiries regarding the application, please contact us on [recruitment@greenfund.rw](mailto:recruitment@greenfund.rw)

Done at Kigali, on 24<sup>th</sup> October 2024



**Teddy MUGABO MPINGANZIMA**  
Chief Executive Officer  
National Fund for Environment

