



Republic of Rwanda

# RWANDA ENVIRONMENT MANAGEMENT AUTHORITY (REMA)



## RE - ADVERTISEMENT

### VACANCY ANNOUNCEMENT

Rwanda Environment Management Authority (REMA) through the Single Project Implementation Unit (SPIU), has obtained funds from different development partners to support the Government of Rwanda in its commitment to deliver on its development agenda. It is in this framework that REMA would like to recruit a competitive staff on contract basis to the position of **Procurement Specialist**. Under the direct supervision of SPIU Coordinator, the Procurement Specialist shall undertake the following tasks:

#### 1. Duties and Responsibilities

- Review all available projects documents to facilitate the establishment of procurement procedures for the management and implementation of the projects including a simple tracking system to monitor the implementation of procurement activities;
- Establish a procurement management system for the SPIU, based on the guidelines and procedures for procurement under GoR regulations for the procurement of goods, works and services under the Rwanda Public Procurement Law;
- In consultation with the project beneficiary agency, prepare and update the projects' Annual Procurement Plan, detailing contract packages for goods and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
- Monitor procurement implementation and update the procurement plans prepared at the beginning of the projects annually and whenever it becomes necessary to do so;
- Prepare all Bid documents, ensure that due process as mandated by GoR is followed, and follow through on the whole process of procurement from initiation to contracting;
- Establish a register of qualified suppliers and consultants and periodically update this register per advertisements and requests for expressions of interest;
- In consultation with the projects and technical officers, coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for

Proposals (RFPs) on consulting assignments, and Specifications for the preparation of bidding documents for goods activities;

- Participate in evaluation of expressions of interest for short lists and pre-qualification of suppliers and contractors;
- Initiate the procurement processes, including those for International and Local Competitive Bidding procedures, ensuring compliance with agreed procurement methods' thresholds and prior review requirements specific to the projects;
- Receive bids and participate in bid opening sessions, evaluating goods bids and consultants' proposals, and ensuring that the appropriate guidelines are followed to arrive at the recommendations for award in favour of suppliers and consultants;
- Coordinate the response to the inquiries, and communicate the results of the evaluation process to the applicants, in response to guidelines;
- Prepare the minutes of the Evaluation Panel meetings, and also prepare the requests for "no objection", and coordinate arrangements for the negotiation process, where necessary;
- Prepare final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders;
- Ensure timely receipt of the Goods and consultant's monthly status reports; confirming acceptability of goods delivered, and also acceptability of consultants' reports as reviewed, and recommending payments to the services providers, i.e. suppliers and consultants, as they fall due;
- Establish a performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;
- Establish and maintain a central procurement filing system, and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the paper trail of procurement by independent external auditors, authorised agents during post-procurement reviews (PPRs);

## 2. Education Background

- Bachelor's degree in Procurement, Public Finance, Economics, or Certificates of Chartered Institute of Procurement & Supply (CIPS); and five years of working experience as procurement position in a public sector agency, Development Agencies or other International organizations; Master's degree in above mentioned field with 3 years of Experience. 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 regulations; working experience with projects financed by Multilateral institutions is highly desirable;

**Key Technical Skills & Knowledge required:**

- Organizational Skills;
- Communication Skills;
- Judgment & Decision Making Skills;
- Team working Skills;
- Computer skills;
- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.

**NB: Where the requirements of the position in this vacancy notice contradict with those in the previous one, this shall prevail over the former. In addition, we inform the applicants who have already submitted their applications responding to previous notice that they will be considered as long as they fulfill the requirements stated in this notice. Please note that only applicants fulfilling the conditions in this notice shall be considered.**

**Applications**

Interested candidates will submit their applications including CV, application letter, and academic qualification. Recommendation of last employer, applications will be sent at [recruitment@rema.gov.rw](mailto:recruitment@rema.gov.rw). Late application shall not be considered. The deadline for the submission of the application shall be on the 09./09/2020.

For any further information, please visit REMA website.

Done at Kigali, on: 01 SEP 2020

  
**Juliet KABERA**  
Director General

