**TITLE**
RECRUITMENT OF STAFF TO WORK WITH NATIONAL FUND FOR ENVIRONMENT (FONERWA)

**TYPE OF CONTRACT:**
OPEN CONTRACT

**DATE OF ISSUE**
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**Background and context**

The Government of Rwanda (GoR) has prioritized green economy to guide national development through economic transformation that is environmentally sustainable and climate resilient. This is reflected in the National strategy for Transformation (NST1) which considers green economy among priority areas and identifies environment and climate change as a cross cutting issue to be mainstreamed across socio-economic sectors. At the highest policy level, the Cabinet approved the Green Growth and Climate Resilience Strategy (GGCRS) in 2011 to guide and drive the performance of all sectors of the Rwandan economy towards climate resilient and low Carbon development pathway. The National Fund for environment (FONERWA) was identified as the sustainable financing facility to ensure successful implementation of the GGCRS. As a result, the GoR has established and is committed to operationalize FONERWA. The Fund is supervised by the Ministry of Environment (MoE).

FONERWA’s mission is twofold:

1) To mobilize and manage resources for achieving environmental sustainability, climate resilience and green growth in order to promote Rwanda’s short, medium and long term sustainable development goals.

2) To fund projects and programmes by public and private sector organizations that produce results contributing to these objectives.

The fund has been operational since 2012 and has to-date successfully processed applications and supported the implementation of high quality project proposals that have met the rigorous and competitive criteria for funding.

FONERWA wishes to recruit competent personnel to fill the vacant posts in FONERWA Organizational structure. Below find the job positions and required qualifications and experience. Detailed Job descriptions and attributions is accessible on FONERWA website: www.fonerwa.org (see careers).
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| 1   | Resource Mobilization Division Manager | • Give orientation and Advise on key issues related to environmental and social impact assessment and on sustainability risks in the design, preparation, implementation.  
• Guide, supervise, monitor and coordinate the designing of Domestic and International resource mobilization by developing instruments in order to improve readiness to facilitate access to additional climate finance options.  
• Oversees the preparation of effective project funding proposals and mobilizing finance from different financial mechanisms and instruments. | • Masters or equivalent in Environmental Economics, Environmental Management, Environmental Sciences or related fields.  
• At least 3 to 5 years of working experience in Financing Project, project design, planning, monitoring and evaluation, resource management and mobilization, or marketing, project management, knowledge in water resources is an advantage. |
| 2   | Procurement specialist       | • Assess and prepare the annual procurement Plan.  
• Execute the procurement plans and ensure proper contract management.  
• Provide technical support to funded projects in preparation of their procurement plans and provide the required guidance or capacity for effective implementation.  
• Report and file procurement documents. | • Bachelor’s Degree in Procurement, or Management, Business administration, Finance, Economics, Law, Accounting, with Chartered Institute of Procurement and Supply Certificate (CIPS).  
• 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).  
• At least 10 years of working experience in procurement for Bachelor’s degree holders, or 5 years of working experience in |
3  Human Resource Management specialist

- Advice on Strategic Human Resource Management.
- Advice on Recruitment and Selection.
- Advice the Management Team on Skills Development.
- Advice Management Team on Employee Relations.
- Advice on Performance Management Systems and Procedures
- Change Management.

procurement for Bachelor’s degree holders with Charted Institute of Procurement and Supply Certificate (CIPS), or Master’s degree in procurement with 5 years working experience in procurement. Working in international organizations or complex projects and dealing with various stakeholders is an added advantage.

- Bachelor’s degree and/or Master’s degree in Human Resource, Public Administration, and Business Administration.
- 10 years working experience in human resource management and development field for Bachelor’s degree holders, or 5 years working experience in human resource management and development field for Master’s degree holders. Comprehensive knowledge of the Rwandan Public and Private Sectors human resource policies, regulations and procedures.

Application procedure

To apply, please submit the relevant documents such as; your updated 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 through via email: recruitment@fonerwa.org

The deadline for submission of application is 22nd January 2020 at 3:00 pm local time.

For more information, you may visit FONERWA website on www.fonerwa.org and for more enquiries please contact us on info@fonerwa.org
Done at Kigali on 7th January 2020

Hubert RUZIBIZA  
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National Fund for Environment - FONERWA