
FUND FOR ENVIRONMENT AND CLIMATE CHANGE (FONERWA)

JOB ANNOUNCEMENT

SUBJECT: Recruitment of Fund Management Specialist/ Expert

One of the EDPRS 2 priorities is “Pursuing green economy approach” under the Economic Transformation thematic area that is environmentally sustainable and climate resilient which will be implemented with the support of the cross sectoral Green Growth and Climate Resilience Strategy (GGCRS) through FONERWA

The fund for environment and climate change, FONERWA, was identified as the sustainable financing facility to ensure successful implementation of the Green Growth and Climate Resilience Strategy (GGCRS). The fund’s mission is 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; to fund projects and programmes by public and private sector as well as other development support organizations that produce results contributing to these objectives.

In order to support its mission, the Fund for Environment and Climate Change is seeking to recruit a suitable candidate for the position of Fund Management Specialist for a period of one year (1) renewable.

Responsibilities and attributions

Under the direct supervision of the FONERWA Coordinator, the Fund Management specialist shall perform the services linked with the fund management and administration. The responsibilities of Fund management specialists are as follows:

- ✓ To coordinate the financial management system of FONERWA.
- ✓ Coordination and management of FONERWA procurement, Human Resources and logistics functions
- ✓ Oversee and guide the funds disbursement process from project approval to the stage of disbursing funds
- ✓ Design appropriate procedures, guidelines, manuals and ensure an effective grants and project management system
- ✓ Coordinate the FONERWA risk management process at the Fund and programmatic level
- ✓ Capacity building of FONERWA staff, and project implementers in relevant areas more especially in areas of risk management, finance, internal control systems, etc.
- ✓ Participate in FONERWA resources mobilization process to ensure Fund sustainability
- ✓ Coordinate with donors and respond to their needs as per the required reporting needs and timelines.

- ✓ Design systems relevant to FONERWA operations, and the governance structure as well and ensure a strong internal control system for all FONERWA operations
- ✓ Coordinate and guide the pre-grant award survey exercise to potential project applicants before funding is approved and guide on addressing the noted issues
- ✓ Monitor the financial management of project funds and coordinate period spot checks/Audits for proper funds management
- ✓ Provide technical assistance to all applicants requesting support to prepare PPD/PD more specifically on budgeting in line with project interventions
- ✓ Monitor the financial performance of funded projects in line with results and monitor variances between budgets and actual spending.

Required qualification, experience and skills

- ✓ Master's degree in business administration(MBA), accounting, finance or any other relevant field;
- ✓ Must be a Professional accountant (CPA, ACCA or equivalent membership of an internationally recognized professional accounting institute)
- ✓ Must have more than 7years relevant experience at a managerial level as a chief Financing Officer, director of finance or chief internal controller/chief internal auditor of a large and reputable organization.
- ✓ Must have recognized experience of managing similar size of funds in a similar set up
- ✓ Demonstrated experience of preparation, assessment/analysis and management of environment and climate change projects
- ✓ Demonstrated experience of working with multiple donors
- ✓ Result oriented and to work independently in a diverse, highly challenging environment is essential.
- ✓ Ability to develop the capacity of others
- ✓ Good command of English language with an understanding of French
- ✓ High degree of integrity, analytical skills, administrative skills, organization skills, communication skills, decision making skills, result oriented, computer skills team building skills, supervisory skills, planning skills, negotiation skills, networking skills.

Application procedure

To apply, please submit your expression of interest and all relevant documents such as; your updated Curriculum Vitae (CVs), copies of academic certificates, previous work done/references related to this assignment through info@fonerwa.org . The proposal should also include a section on financial proposal of the monthly fee rate to perform the noted services. Please note that applications will only be accepted if they have been submitted by established deadline of **28th April 2017**

For more information, you may visit FONERWA website on www.fonerwa.org and for more enquiries please contact us on info@fonerwa.org or telephone **(+250) 252580769**

Done at Kigali on 12th April 2017.



Alex Mulisa Mulisa

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