



Republic of Rwanda

RWANDA ENVIRONMENT MANAGEMENT AUTHORITY (REMA)



VACANCY ANNOUNCEMENT

Background:

Rwanda Environment Management Authority (REMA) through 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 competitive employee on contractual basis to the position of “Climate Actions for Transparency Officer”. Under the direct supervision of the Climate Compatible Development Program Manager, the Transparency Officer will undertake the following tasks:

Duties and Responsibilities:

- Provides technical support and day to day follow up of Biennial update reports, Measurement Reporting and Verification (MRV) system and any other activity related to implementation of the United Nations Framework Convention on Climate Change
- The Climate Actions for transparency officer will be supervised by the Program Manager and will be in charge of day to day projects implementation focusing on:
- Identification of project challenges and propose to the Program Manager the measures to address them;
- Prepare the procurement plans and follow up the procurement process with SPIU Procurement Specialist;
- Follow up the contracts of national and international experts;
- Prepare meetings, trainings, validation workshops and development of related reports;
- Development and submission of half year and annual projects review as required by Donors
- Development of workshops and meeting reports;
- Provide projects progress as inputs for both technical and financial reports;
- Development of monthly and quarterly project performance reports as required by SPIU and MINECOFIN;

Education and Qualifications:

- At least Bachelor's degree in geography, climate science, environmental science, environmental economics, natural resources, environmental management or another field relevant to the project;
- Advanced knowledge of three Rio Conventions (Climate Change, Desertification and Biodiversity);
- Extensive experience (minimum of two years) with project management, especially with project financed by multilateral organizations;
- Knowledge and understanding of link between national Policies and conventions on climate change, biodiversity and desertification

Key Technical Skills & Knowledge required:

- Strong interpersonal skills with ability to work under pressure and to establish and maintain effective work relationships with people of different national and cultural backgrounds;
- Excellent skills in project planning, implementation, and team building;
- Ability to take initiative and to work independently, as well as part of a team;
- Excellent working knowledge of English and track record in producing communications and reports in English
- Computer literacy in full Microsoft Office and office technology equipment;
- Working experience in a public institution in Rwanda would be of distinct advantage

Applications should include:

- Application letter addressed to Director General
- A detailed CV containing full personal details
- Copy of Academic qualifications

Interested candidates will submit their applications to recruitment@rema.gov.rw. Late application shall not be considered. The deadline for the submission of the application shall be on the 22/01/2021

For any further information, please visit www.rema.gov.rw

Done at Kigali, on: 14 JAN 2021


Juliet KABERA
Director General

