



Republic of Rwanda

RWANDA ENVIRONMENT MANAGEMENT AUTHORITY (REMA)



VACANCY ANNOUNCEMENT

Re - advertisement.

Background.

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 competitive employees on the position of “**Climate Compatible Development Program Manager**”. Under the direct supervision of the SPIU Coordinator and the overall supervision of the Director General of REMA, the Project Manager shall undertake the following tasks:

1. Duties and Responsibilities:

- Provides overall supervision and technical advice to Climate Change related projects, ensuring that projects are aligned with Government and Donor requirements;
- Supervise the development of project Terms of reference, follow up the procurement process up the submission and validation of final reports, supervise, review and assessment of project studies and guidelines and document lessons and knowledge learned
- Provide technical support to the project, including measures to address challenges to project implementation in coordination with Donors;
- Supervise, coordinate and facilitate the work of the Sector Specialists for projects under your program and provide technical support in supervising the work of the national and international experts;
- Supervise the draft of ToRs and equipment/work specifications for the projects;
- Supervise, review and assess consultancy studies and educational documents (guidelines, training materials, and other research related documents);
- Provide technical inputs on Annual Progress reports for supervised projects in coordination with Sector Specialists;
- Coordination of activities of supervised projects and ensure that the final reports are submitted to REMA and to Donors on time;
- Ensure technical activities and administrative requirements are managed and executed in a timely and appropriate manner including within planned budget for all projects under the program;
- Supervise the preparation and organization of Steering/Advisory Committees and other technical meetings and follow up of the implementation of their recommendations. The program Manager is responsible for coordination of monitoring, reporting and evaluation of the project activities at national level;

1. Education and Qualifications

- Advanced university degree (at least M. Sc. or equivalent) in environmental science; atmospheric and climate sciences;
- Five (5) years' experience in managing external financed projects in the field of environment, natural resources and climate change
- Proven experience of more than five years working on projects funded by development partners
- Proven experience drafting technical reports or scientific papers in environmental and/or climate change related issues;
- Knowledge and understanding of climate change issues and exposure to multilateral projects;
- Working experience in a public institution in Rwanda;
- Experience in climate assessments including mitigation assessment and vulnerability and adaptation to climate change.

Key Technical Skills & Knowledge required:

- Computer Skills;
- Organizational Skills;
- Communication Skills;
- High analytical & Complex Problem;
- Solving skills;
- Judgment & Decision Making Skills;
- Time management Skills;
- Mobilization Skills;
- Team working Skills;
- Fluency in Kinyarwanda and in English;
- French; knowledge of all is an advantage.

Applications should include:

- Application letter addressed to the Director General;
- A detailed Curriculum vitae containing full personal details;
- Copy of academic qualifications;
- Work certificate to prove your experience at least five years.
- Late application shall not be considered, and

Interested candidates will send their applications at recruitment@rema.gov.rw. Late application shall not be considered.

The deadline for the submission of the applications shall be on the 12th/February/2021 at 5 pm.

For any further information you can always look at REMA website.

Done at Kigali on: 01/02/2021



Digitally
signed by
REMA
(DG)

Juliet Kabera
Director General