

Republic of Rwanda



**Ministry of Finance and Economic Planning
P.O Box 158 Kigali, Rwanda**

Recruitment of a procurement specialist to support Rwanda Revenue Authority (RRA) Reform and modernisation programme

Reference N°: 16/2.2.2.3/C/PFM-BF/MINECOFIN/2014

Introduction

Rwanda Revenue Authority (RRA) is a government institution under the Ministry of Finance and Economic Planning (MINECOFIN). RRA was established in 1998 with the responsibility of mobilizing revenues for economic development through efficient and equitable services that promote business growth. RRA has embarked on different reform programs with financial support from Government and Development Partners. Reforms carried out by RRA are generally focused on strengthening the institutional framework in order to improve revenue collection so as to meet government financial needs.

Development Partners have had a long standing commitment to assist RRA with the implementation of its modernization and reform agenda. Since 2010, Development Partners have provided funding through a Multi-Donor Public Financial Management (PFM) Basket Fund managed by MINECOFIN. A new arrangement for RRA component of the PFM Basket Fund have been agreed whereby implementation and fiduciary responsibility for RRA component of the overall Basket Fund have been decentralized to RRA including annual work planning, procurement planning and management, budgeting and reporting. Oversight of the RRA-PFM Sub Fund lies in the hand of the Programme Management Committee (PMC).

It is in this regard that MINECOFIN is seeking to recruit a Procurement specialist to support Rwanda Revenue Authority (RRA) Reform and modernisation programme towards the implementation of RRA's reform programs in the framework of the PFM Basket Sub Fund to maximize the efficiency and increase emphasis on tax reforms for funds earmarked to RRA. The Procurement Specialist position will be funded by the RRA-PFM Sub-Fund for a period of 2 years with a possibility of renewal upon satisfaction and availability of funds.

Roles and Responsibilities

The Procurement Specialist will manage all RRA procurement activities in the framework of the PFM Basket Sub Fund. In addition, He/She will be responsible for setting up an effective and transparent procurement process for the RRA-PFM Basket Sub Fund. He/she will have the following specific responsibilities;

- Responsible and accountable for the RRA-PFM Basket Sub Fund procurement activities;
- Design and set up an effective procurement, management and reporting system for RRA-PFM Basket Sub Fund;
- Establish and implement procedures in line with the public procurement procedures, and standard bidding documents;
- Guide the process of the preparation, consolidation and implementation of procurement plans to implement activities under RRA-PFM Basket Sub Fund;
- Ensure that “Prior review” from the donors is undertaken for any procurement above the agreed procurement threshold;
- Ensure procurement of activities under RRA-PFM Basket Sub fund, including advertising, prequalification of consultants, preparation of long/short lists, issuance of RFP, conducting pre-bid meeting, bid receipts, and opening, proposal evaluation, drafting of the contracts and negotiation of contracts;
- Provide technical back-up to contract negotiations and management meetings
- Maintain records and manages relationships with contracted suppliers of RRA-PFM Basket Sub Fund;
- Assist and advise on contract administration and monitoring and on verification of payment documents under contracts for the supply of goods and services; and
- Responsible for maintaining the procurement monitoring table and provision of reports on Procurement performance under RRA-PFM Basket Sub fund activities;
- Management of contracts and proper documentation;

Qualifications and Experience

- University degree in Procurement, Law, Marketing, Economics, Management. A Relevant professional qualification in procurement being an added advantage;
- At least 5 practical experience and skills in all aspects of procurement of goods, works and consulting services and contract administration with due regard to national procurement regulations and donor requirements
- Proven knowledge and understanding of donor funded project implementation
- Knowledge and experience in national, regional and multilateral legal instruments related to public procurement
- Good knowledge of MS Office applications and fluency in English. A working knowledge of French and/or Kinyarwanda being an advantage.
- Analytical, decisive and results- oriented
- Proactive with ability to plan, prioritise and deliver on tight deadlines

How to Apply

Interested candidates have to down load and fill Job application form from public Service Commission (PSC) website www.psc.gov.rw . The form should be accompanied by detailed CV, photocopy of

Degree, photocopy of Identity Card and application letter addressed **to the permanent Secretary and Secretary to the Treasury Ministry of Finance and Economic Planning.**
Attention coordinator of Single Project Implementation Unit (SPIU).
The applications should be submitted to SPIU coordinator's office,
First Floor, MINECOFIN Building Kigali, Rwanda not later than 28th October 2014 at 5:00 pm.

Done at Kigali on 10/10/2014

Enata DUSENGE
Director General, Corporate Services