



MINISTRY OF FINANCE AND ECONOMIC PLANNING

P.O. Box 158 Kigali

Tel: +250 252 575756 Fax: +250 252 577581

E-mail: mfin@minecofin.gov.rw

JOB RE-ADVERTISMENT

Basing on the Public Service Commission's recommendation and due to the fact that the previous advertisements did not fully captured the related job profiles of the New Approved MINECOFIN SPIU Structure especially on "*Qualification and Experience*", the Ministry of Finance and Economic Planning wishes to re-advertise the following positions:

Post: SPIU Monitoring and Evaluation Specialist (1 Position)

Key Duties and Responsibilities

Reporting to the SPIU Coordinator, the SPIU Monitoring and Evaluation Specialist will be responsible for:

- Monitor closely and report on a regular basis (preferably on monthly, quarterly and annual basis) progress towards the agreed indicators across all projects under the SPIU;
- Monitor closely and report on set targets as indicated in all project documents;
- Work with all component leaders in collecting relevant M&E data for regular reporting and monitoring reform progress by developing appropriated data collection instruments;
- Provide the Project Managers and SPIU Coordinator with updates on progress in implementation of AWP under different projects;
- Liaise with and support Quality Assurance Teams under different Projects from time to time during the course quality assurance activities to ensure adequate capture and assessment of activities and data;
- Liaise with and support consultants hired by different projects to ensure that their work meets the clients' expectations as embedded in the original terms of references;
- Establish and maintain a Data Base with all the collected information/data (software to be defined based on the needs);
- Carry out any other duties that may be assigned by the SPIU Coordinator/Project Managers from time to time in furtherance of the above responsibilities.

Skills and Competences required

- Highly competent, mature, experienced and self-motivated person with integrity;
- Analytical, decisive and results oriented;
- Proactive with ability to take initiatives;
- Strong analytical skills for M&E as well as practical knowledge of statistical process control and data management;
- Good leadership, communication and team building skills with ability to interact with team members and stakeholders;
- Sound and current knowledge of ICT, especially on Data Base or M&E software;
- Fluent in Kinyarwanda, English and/or French. A good command of all is an advantage.

Qualification and Experience required

Master's Degree in Economics, Project Management, Planning and M&E, Rural Development, Development Studies with 3 years working experience in Planning and M&E or A0 in the same fields with 5 years working experience in Planning and M&E.

Post: SPIU Procurement Specialist (1 Position)

Key Duties and Responsibilities

- Responsible and accountable to the SPIU Coordinator;
- Designs and sets up an effective procurement management system;
- Establishes and implements procedures in line with the public procurement code, standard bidding documents and Donor procurement procedures;
- Guides the process of the preparation, consolidation and implementation of procurement plans to implement activities under SPIU;
- Ensure that "Prior review result" from the World Bank is received for any procurement above the agreed procurement threshold;
- Assist in procurement of activities, including advertising, pre-qualification of consultants, preparation of long/short lists, issuance of RFP, conducting pre-bid meeting, bid receipts, and opening, proposal evaluation, negotiation and signing of contracts;
- Provides technical back-up to contract negotiations and management meetings;
- Maintains records and manages relationships with contracted suppliers of SPIU;
- Oversees the establishment of the procurement manual and guides the implementation of the procurement process in the SPIU;
- Responsible for maintaining the procurement monitoring table and provision of reports on Procurement performance in SPIU.

Skills and Competences required

- Highly competent, mature, experienced and self-motivated person with integrity
- Analytical, decisive and results oriented
- Proactive with ability to take initiatives
- Computer literate and fluent in either English or French. A working knowledge of the other is an advantage.

Qualification and Experience required

CIPS, Master's in Procurement with 3 years of working experience in Procurement or Bachelor's Degree in Procurement, Management, Economics, Development Studies, Law, Finance or other related field with 5 years of working experience in procurement.

JOB ADVERTISEMENT

The Ministry of Finance and Economic Planning inspires to become competent and efficient Ministry that generates sound and visionary economic policies that promotes best practices in strategic planning, financial accountability, resources allocation and Aid coordination among others. Also MINECOFIN is mandated to coordinate and promote the management of public finances and economic governance. To fulfill the above, MINECOFIN has put in place an appropriate organizational structure that aims at strengthening the institutional capacity in order to deliver to its mandate.

From the above background, the Ministry of Finance and Economic Planning wishes to recruit capable Rwandans to occupy the following position:

Post: Budget Officer (1 Position)

Key Duties and Responsibilities

Reporting to the Director of Finance and Logistics, the Budget Officer will be responsible for:

- Centralising budget estimates of all MINECOFIN departments and participating actively in preparing the ministry's annual budget;
- Preparing the cash flow plan of the ministry;
- Processing and following up purchase orders and payment orders
- Producing monthly, quarterly and annual budget execution reports;
- Ensuring all justifying documents on all expenditures are well filed;
- Declaring all taxes as per the law
- Performing any other duties as assigned by the Director of Finance and Logistics Unit.

Key Technical Skills and Knowledge required

- Knowledge of cost analysis techniques;
- Planning and organisational skills;
- Communication skills;
- Strong IT skills, particularly in Financial software (SMART IFMIS);
- Judgment & Decision making skills;
- Deep understanding of financial accounts;
- High analytical skills;
- Interpersonal skills;
- Time management skills;
- Complex Problem solving;
- Flexibility skills;
- Fluency in Kinyarwanda, English and/or French; knowledge of all is an advantage.

Qualification required

A0 in Finance, Accounting, Management, Economics

Deadline for Application

Candidates applying for the above positions shall fill the application forms available at www.minecofin.gov.rw or www.psc.gov.rw. The filled application forms will be accompanied by a detailed CV, a photocopy of the required degree and a copy of the Identity Card will be submitted to Central Secretariat at 4th Floor/MINECOFIN Building. Only short listed candidates will be contacted.

The deadline for application will be on Tuesday, 21/06/2016 at 04:00 pm

Marie Ange H. INGABIRE
Director General of Corporate Services

