



**REPUBLIC OF RWANDA**  
**RWANDA AGRICULTURE AND ANIMAL**  
**RESOURCES DEVELOPMENT BOARD (RAB)**  
**Office of the Chief Finance Officer**  
**HUYE-RWANDA**



## **JOB ANNOUNCEMENT**

Rwanda Agriculture and Animal Resources Development Board (RAB) is an autonomous body established by law N°14/2017 of 14/04/2017. RAB has a general mission of developing agriculture and animal resources through research, agricultural and animal resources extension in order to increase agricultural and animal productivity as well as their derived. Its vision is to improve food security and livelihoods of all Rwandans by transforming agriculture from subsistence into modern farming through generating research and extension innovations that generate sustainable crop husbandry, animal husbandry and natural resources management.

Under the support of the International Fund for Agricultural Development (IFAD), the following three (3) projects are implemented by the Single Project Implementation Unit (SPIU): Rwanda Dairy Development Project (RDDP), Kayonza Irrigation and Integrated Watershed Management Project (KIIWP) and Partnership for Resilient and Inclusive Small Livestock Markets (PRISM) implemented and managed by RAB through SPIU of IFAD Funded Projects.

For the purpose of filling the vacant positions, RAB/SPIU of IFAD Funded Projects wishes to recruit qualified, competent and experienced candidates on the following Project positions:

### **I. Partnership for Resilient and Inclusive Small Livestock Markets (PRISM),**

#### **Position 1: PRISM Operations Manager**

##### **a) About the position:**

**Job title** : (PRISM) Operations Manager, under contract  
**Job level** : 2.V  
**Number of position** : One (1) position  
**Direct Supervisor** : SPIU Coordinator-IFAD Funded Projects  
**Duration** : 2 years renewable performance based contract with a 3 months' probation period.

##### **b) Education and Experience**

The Project Operations Manager must have a Master's degree in in the following areas: Project management, Agriculture, Animal Production, Animal sciences, Rural Development and related fields with 5 years of working experience or a Bachelor's degree with 10 years of working experience.

##### **Key competences:**

- Fluency in Kinyarwanda, English or French;
- Computer skills;
- Good communication skills;
- Ability to work with project's implementing partners.
- Ability to meet deadlines;
- Working experience with IFAD funded project is an advantage.

**c) Duties and Responsibilities:**

Under the Supervision of the SPIU Coordinator, the Project Operations Manager is in charge of the daily management of Partnership for Resilient and Inclusive Small Livestock Markets (PRISM) activities in accordance to the financing agreement signed between the Government of Rwanda and IFAD. He/She will respect all documented agreements in relation to the management of the project (aide memoire, back to office reports, audit reports, evaluation reports, midterm review, and completion report). He/She is responsible of the subsidiary agreements between the Project and different service providers. He/She will report to the SPIU Coordinator, DG/RAB and CFO/RAB, especially ensuring timely physical progress reports and financial statements in the required format. The Project Operations Manager will perform the following duties:

- Provide orientations for the implementation of the project;
- Ensure the project performance in accordance with the Rwandan policies on performance contracts (Imihigo) and IFAD procedures;
- Coordinate the project team and ensure partnership with key stakeholders;
- Coordinate the implementation of sub-component 3.1 Policy and regulatory Support;
- Ensure synergies between project components to maximize the project impact;
- Supervise the project planning and implementation according to the financing agreement, the recommendations of the steering committee as well as the recommendations of the implementation supervision missions;
- Timely coordinate the preparation of the annual work plan and budget and Procurement Plan as well as progress reports;
- Supervise the preparation and negotiation of the MoUs, contracts and other agreements with partners and service providers;
- Execute the approved annual action plan and budget as well as the Procurement Plan;
- Identify areas which require external support and recruit suitable consultants;
- Guide the consultants, experts and contractors towards the realization of planned project outputs and evaluate their performance;
- Monitor and evaluate the project implementation progress;
- Support the implementation support missions and the follow up missions

**Expected outputs:**

- Project general objective, specific objectives and meeting the activities' timelines within the financing agreement framework;
- Project planning and budgeting processes implemented timely with the full participation of key partners in a participation approach;
- Project physical and financial reports timely submitted to the relevant authorities in accordance to the provision of the financial agreement;
- Disbursement procedures done in accordance to the project design report;
- The Project impact data updated regularly and disseminated to project partners for measuring the results across all project components;
- Excellent relations with line Ministries, implementing agencies, project beneficiaries and other key partners.



## **Position 2: Livestock Specialist**

### **a) About the position:**

**Job title** : Livestock Specialist  
**Job level** : 3.V  
**Number of position** : One (1) position  
**Direct Supervisor** : PRISM Operations Manager  
**Duration** : 2 years renewable performance based contract with a 3 months' probation period.

### **b) Education and Experience**

Master's Degree in Animal sciences, Animal Husbandry and Veterinary sciences with 3 year of working experience or Bachelor's holder in Animal Sciences or Veterinary Medicine with 5 years of working experience in Animal Resources.

### **Key competences:**

- Fluency in Kinyarwanda, English or French;
- Computer literacy;
- Good communication skills;
- Ability to work with project's implementing partners.
- Ability to meet deadlines;
- Experience in the small livestock sector;
- Working experience with IFAD funded project is an advantage.

### **c) Duty and Responsibilities**

Under the authority of Project's Operations Manager, the Livestock specialist is in charge of the technical coordination and oversight of PRISM's activities in the field of animal production. He will be coordinating and leading the implementation of Component 1 Climate-smart intensification of small livestock production systems, but also contribute to the implementation of Component 2, on technical aspects related to production, in collaboration with the value chain specialist. Project Operations Manager will perform the following duties:

- Coordinating and facilitating planning, implementation and reporting on projects activities for animal production and animal health in the project area;
- Coordinating the multiplication and dissemination of improved animal breeds;
- Participating in the development of technical training and coaching curricula on animal production
- Supervision and methodological support to business/technical coaches
- Establishing strategic partnership with pertinent public institutions, implementing partners, private sector, national and regional civil society organizations for enhancing effectiveness, and efficiency in veterinary service delivery and disease control
- Establishing partnership with relevant stakeholders in multiplication and distribution of improved forage species
- Support the dissemination of climate smart technologies (biogas, water harvesting)



## **Expected outputs:**

- Component 1 outputs and activities timely reached as per the log frame;
- Planning and budgeting processes for Component 1 implemented timely with the full participation of key partners in a participation approach;
- Project physical and financial report for Component 1 timely submitted to the relevant authorities in accordance to the provision of the financial agreement;

## **Position 3: Access to Finance Specialist**

### **a) About the position:**

**Job title** : Access to Finance Specialist  
**Job level** : 3.V  
**Number of position** : One (1) position  
**Direct Supervisor** : PRISM Operations Manager  
**Duration** : 2 years renewable performance based contract with a 3 months' probation period.

### **b) Education and Experience**

At least Master's holder in economics, finance, banking, business or equivalent fields, with at least 5 years' working experience in rural/agricultural finance in Rwanda, in management/high level positions, in Financial Institutions, Donor funded Projects or NGOs.

### **Key competences**

- Fluent in Kinyarwanda, English or French.
- Computer skills.
- Good communication skills'
- Good writing skills.
- Good knowledge of the financial sector in Rwanda.

### **c) Duty and Responsibilities**

Under the authority of the Project Operations Manager, the Access to Finance Specialist (AFS) is in charge of activities of the Project aiming at facilitating access of the Project beneficiaries to adapted formal financial services to start up and / or develop their small livestock enterprises. This refers to vulnerable households under the graduation pathway, Youths supported to start small livestock production enterprises, and Smallholder farmers engaged in poultry and pig production under the productive alliance model. He (She) will also ensure that eligible beneficiaries and value chain private sector actors access matching grants designed to incentivize investments and facilitate linkage with financial institutions (FI). He (She) will also be responsible for the financial innovations component of the Project, and involved in design and supervision of studies and knowledge management activities related to his area of expertise. The AFS will work in close consultation with the Value Chain Specialist and Livestock Specialist, in line with the Project operational documents and guidelines, including amongst others the Project Design Report (PDR), the Project Implementation Manual (PIM), and the Annual Work Plan and Budgets (AWPB).



**Specific duties:**

- a) Supervision of the study on the mapping of the financial sector.
- b) Technical assistance to finance institutions to develop adapted product and delivery channels for the Project beneficiaries
  - Negotiate with the Partner or the Service provider to be contracted by the Project annual work plan and budgets, including targets to be achieved and performance indicators
  - Monitor activities and performance of the Partner / Service provider through desk review of reports by the Partner / Service Provider, regular management meetings with Partner / Service Provider, and on-site missions to interact with FI and other stakeholder involved, including private actors involved in productive alliances and farmers.
- c) Organize district based fora to link farmers, value chain actors and FIs, in coordination with district authorities.
- d) Monitor and facilitate matching grant management by BDF based on addendum to the MoU signed with BDF, through desk review of reports by BDF, regular management meetings with BDF and on site missions to interact with Grantees.
- e) Support to financial innovations - Identify potential partners for development of innovations.
  - Submit proposal for partnerships to the Screening committee (or run a selection process for insurance service provider if needed
  - Develop MoU with the Partners.
  - Monitor development of the innovations.
- f) Design and supervision of studies and knowledge management activities related to his area of expertise.

**Expected outputs**

- Mapping of the financial sector available. - Project beneficiaries are linked to formal financial services.
- Quadripartite agreements signed and implemented for productive alliances.
- The Project provides TA to Banks, MFIs and SACCOs
- Fora to link farmers and financial institutions are organized.
- Project beneficiaries and private sector actors access matching grants
- Innovations for digitalization of financial services and insurance products (poultry and pig) rolled out.
- Knowledge management products developed in areas related to access to finance.

**Position 4: Procurement Specialist****a) About the position:**

**Job title** : Procurement Specialist  
**Job level** : 3.IV  
**Number of position** : One (1) position  
**Direct Supervisor** : Head of the Procurement Department  
**Duration** : 2 years renewable performance based contract with a 3 months' probation



period.

## b) Education and Experience

- At least Bachelor's Degree holder in Procurement, Supply Chain Management and Purchasing, Management, Law, Economics, Finance, Accounting, Business Administration and Civil Engineering with 5 years of working experience in Public Procurement, Donor Funded Projects or NGOs; or Master's degree holder in the same fields with 3 years' of working experience;
- All candidates must be members of the Association of Procurement Professionals in Rwanda.

### Key competences :

- Experience in working with e-procurement system
- Fluent in Kinyarwanda, English or French
- Computer skills
- Good communication skills'
- Good writing skills
- Good knowledge of the procurement sector in Rwanda
- Working experience with IFAD Funded Project is an advantage.

## c) Duty and Responsibilities

Under the direct supervision and authority of the Head of Procurement Department of the SPIU, the Procurement Specialist will have the following specific duties related to the procurement:

- Working with user department/ Head of Departments on the project needs identification
- Preparation of consolidated Procurement plan of the project
- Establishment and regular updating of a data base of technical specifications of goods to be acquired by the project and a data base on suppliers, service providers, contractors for tendering process;
- Preparation of bidding documents and request for proposals;
- Accomplishment of publication formalities and/or sending the bidding documents to prospective bidders;
- Attending of any bid opening sessions and establishment of attendance and opening session reports in close collaboration with project parties and with project internal tender committee,
- Organization of panel of evaluation of bids or proposals;
- Attendance to evaluation team of bids as non-scoring member and assistance to the elaboration of evaluation reports;
- Communications with RPPA, PCU and IFAD through the Head of Procurement Unit for all problems pertaining to the procurement process; Ensure the good contract management in collaboration with user department
- Organization of the reception of goods and works delivered by the suppliers and contractors (Client's certificate of reception);
- Any other assignment or relevant duties in the field of his/her competences as may be assigned by the PC and the Authorities.
- Familiar with the E-procurement system for Rwanda (Umucyo.gov.rw)

### **Outputs (expected results of the function):**

- Effective and efficient procurement process of acquisition of goods services and works at the PCU level and respect of the basic principle of the best value for money.
- Pragmatic and systematic filing system of procurement documents at the PCU level Province and districts positively assisted in their procurement process with clear and transparent evaluation reports to avoid the repetition of launching several similar tenders.
- Reception of goods and works in accordance with the specification techniques and the bidding documents
- Full satisfaction of participants in workshops, seminars, travels on the practical dispositions taken for their organization including payment of allowances and board and lodging conditions
- Smooth implementation of the contract management

### **Position 5: District Coordinators**

#### **a) About the position profile:**

**Job title** : District Coordinator

**Job level** : 4.IV

**Number of positions** : Twelve (12) positions

**Direct Supervisor** : PRISM Operations Manager

**Duration** : 1 year renewable performance based contract with a 3 months' probation period.

#### **b) Education and Experience**

At least Bachelor's degree in Food Science and Technology, Animal Production and Veterinary Sciences with a proven experience of 5 years in livestock sub-sector or Master's degree with 3 years' working experience.

**Location:** He/she will be based at the District level

#### **Key competences:**

- Fluent in Kinyarwanda, English or French
- Computer skills
- Meat and eggs handling, storage and transport knowledge
- Excellent communication and representative skills (written, oral, cross-cultural)
- Ability to multitask and deal with stressful situations
- Having a driving license: Category A.

#### **c) Duty and Responsibilities**

Under the direct supervision and authority of the PRISM Operations manager, the District Coordinator will have the following specific duties:

- The District Coordinator is responsible for coordinating, consolidating, and ensuring smooth implementation of program and operations' activities. At the district level, the District Coordinator represents the project authority to relevant stakeholders. Typically, the District coordinator reports to the Project Operations Manager.

- Depending on the context and mission needs, the District Coordinator develops and implements the project's activities in collaboration with the respective program managers and technical team. The District Coordinator provides general support, guidance, and serves as focal point during planning, and reporting.
- The District Coordinator represents the Project at the District level including general meetings with local authorities, stakeholders' meetings, when requested by the mission coordination. The District Coordinator manages the visit of donors representatives / HQ visitors / other stakeholders whenever requested.
- The District Coordinator monitors the political, economic, and social environment in the area, assesses and analyses the risks, monitors and reports the situation and develops reports and measures relevant to the context.
- The District Coordinator is the focal person responsible for assuring smooth implementation of activities and reports planned in the annual MOUs between the SPIU and the District.

## II. Kayonza Irrigation and Integrated Watershed Management Project (KIIWP)

### **Position 1: Electromechanical Engineer**

#### **a) About the position profile:**

**Job title** : Electromechanical Engineer

**Job level** : 4.IV

**Number of positions** : One (1) position

**Direct Supervisor** : Irrigation Specialist

**Duration** : 1 year renewable performance based contract with a 3 months' probation period.

#### **b) Education and Experience**

Bachelor's degree in Electro-Mechanical Engineering and related fields, with proven experience of at least 5 years in Hydro-projects

##### **Key competences**

- Excellent reporting and presentation capability;
- MS Word and excel;
- Able to read and interpret wiring diagram;
- Pump related software's.

#### **c) Duties and Responsibilities**

Under the direct supervision of the Irrigation Specialist, the Electromechanical Engineer will be responsible for the following:

- Report on a regular basis to the Irrigation Specialist;
- Validate and argue on designs of electro mechanics such as pump stations, control room, etc;
- Diagnose problems on all irrigation pumping units at the irrigation scheme;
- Diagnose and repair electrical control panels of irrigation pump units;
- Disassemble and repair centrifugal and submersible pumps of the irrigation project;
- Perform field service to pumping units and pump stations equipment;
- Carry out routine maintenance inspections of pump stations and any other duties as specified by the supervisor;
- Any other tasks assigned by the supervisor.

#### **Expected outputs**

- Pump stations are operated and maintained;
- Irrigation system is properly maintained.

## **Position 2: Irrigation Technician**

### **a) About the position profile**

**Job title** : Irrigation Technician  
**Job level** : 4.IV  
**Number of positions** : One (1) position  
**Direct Supervisor** : Irrigation Specialist  
**Duration** : 1 year renewable performance based contract with a 3 months' probation period.

### **b) Education and Experience**

Bachelor's Degree in Irrigation, Water management, Soil and Environmental Management, Soil and water management with at least 3 years of proven experience in irrigation development.

### **c) Duties and Responsibilities**

- Report on a regular basis to the Irrigation Specialist;
- Supervision and coordination of the Implementation of KIIWP irrigation schemes at site level;
- Liaising with other relevant contractors, and stakeholders in Kayonza District for smooth implementation of irrigation project;
- Equipment quality assurance;
- Evaluate and approve or produce a progressive certificate for consultants or contractors requesting for payment;
- Providing technical assistance to the communities for preparation of bankable subprojects if required;
- Contributing into the preparation of the Project's Annual Work Program and Budget;
- Providing monthly, quarterly, and annual progress reports to the Central Project Implementation Team (PIT);
- Organizing training of the population with regard to development activities;
- Any other duties as assigned by the supervisor.

### **Expected outputs**

- Irrigation studies are prepared and approved;
- Irrigation schemes are implemented;
- Irrigation development under KIIWP are supervised.

## **III. Rwanda Dairy Development Project (RDDP)**

### **Position 1: Field Officer**

#### **a) About the position profile**

**Job title** : RDDP Field Officer  
**Job level** : 4.IV  
**Number of positions** : One (1) position  
**Direct Supervisor** : RDDP Operations Manager  
**Duration** : 1 year renewable performance based contract with a 3 months' probation

period.

## b) Education and Experience

Bachelor's degree in Food Science and Technology, Animal production, Veterinary Sciences, Rural development/Development studies with proven experience of at least 5 years in dairy sub-sector.

- Fluent in Kinyarwanda, English or French
- Computer skills
- Milk handling, storage and transport knowledge
- Excellent communication and representative skills (written, oral, cross-cultural)
- Ability to multitask and deal with stressful situations
- Having a driving license: Category A.

## c) Duties and Responsibilities

Under the direct supervision of RDDP Operations Manager, the Field Officer shall perform following responsibilities:

- To coordinate, consolidate, and ensure smooth implementation of program and operations' activities at the District level;
- To ensure implementation of contracts signed on the behalf of the SPIU with different Service Providers/Suppliers and contractors;
- To represents the project management to relevant stakeholders;
- Depending on the context and mission needs, to develop and implement the project's activities in collaboration with respective program managers and technical team;
- To provide general support, guidance, and serves as a focal point during planning, and reporting in respective District;
- To represent the Project at the District level in the management meetings with local authorities and other stakeholders requiring the project intervention as well as in the dairy sector program meetings when requested by Project Management and/or respective Districts;
- To manage/seek for arrangement and appointment for the visit/meetings for the project management, donors' representatives with related Districts, beneficiaries, Service providers and other stakeholders;
- To monitor the political, economic, and social environment in the area, assesses and analyze the risk that can affect the project implementation, reports the situation accordingly;
- To provide monthly, quarterly, annual and other required report to the Project Operations Manager.
- To perform any other duty in relation with the projects.

Interested candidates must submit their updated and detailed Curriculum Vitae, relevant certificates, required Academic Degrees, a copy of National Identity card and a motivation letter stating the position applied for in the subject.

All application letters must be addressed to the Chief Finance Officer of RAB and submitted in hard copies at the Central Secretariat of SPIU/IFAD Funded Projects (former MINAGRI buildings - Kacyiru, KG 563 ST not later than *6th May 2021* at 03:00 pm local time.



**Clarisse UMUTONI**  
Chief Finance Officer/RAB



Done at Huye, on *26/4/2021*.