



OFFICE OF THE COORDINATOR

JOB ADVERTISEMENT

1. INTRODUCTION AND BACKGROUND

The University of Rwanda, in partnership with the Mastercard Foundation, is implementing a 10-year Scholars Program (2021–2031) designed to expand access to higher education for 1,200 young Africans. The program targets academically qualified learners who are economically disadvantaged and/or come from conflict or post-conflict regions in Africa. It places particular emphasis on supporting women in Science, Technology, Engineering and Mathematics (STEM), young people with disabilities, as well as refugees and displaced youth. In addition, the program seeks to strengthen UR's capacity to provide inclusive, supportive pathways to tertiary education and dignified employment.

It is in this context that the University of Rwanda through its Single Project Implementation Unit wishes to recruit competent staff to support the programs/projects operations.

2. Position: Procurement Specialist (1)

MAIN DUTIES AND RESPONSIBILITIES

(a) Project Procurement planning

- Support the MasterCard Scholar Program and other projects implementing teams to identify their needs based on the scope of the Program/projects;
- Update the program procurement strategies that describes how procurement will support the development objectives of the program and deliver value for money, given local market context.
- Prepare and support implementation of procurement plans, spelling out the equipment, services needed to kick-start implementation of the project;
- Lead the elaboration of Program Procurement Plans and other assigned program/projects.
- Guide user departments to properly conduct market survey that would inform proper cost estimation of tenders.

(b) Tender award for Project Activities

- Follow up and ensure timely preparation of technical specification/ Terms of Reference, Expression of interest in collaboration with user departments and ensure timely publication of bid documents, seeking non-objection from the competent authority as may be required
- Ensure the quality of bid documents/request for proposals prior to publication, by checking and verifying that all the required conditions to be fulfilled are included in the

bid documents / requests for proposals, are very clear to the bidders, and provide clarifications to bidders;

- Ensure timely evaluation of bids (technical and financial) and publication of the outcome of the tendering process in collaboration with the UR SPIU Public Tender Committee and user departments.
- Coordinate the preparation of Terms of Reference (TORs) and technical specifications for services/goods/works, in close collaboration with program technical specialists and concerned stakeholders;
- Prepare other procurement and bidding documents, including Request for Proposals (RFP), Expressions of Interest (EOI), in close collaboration with program technical specialists and concerned stakeholders;
- Publish invitations to bidders and prepare general notices, specific notices and request for expressions of interest to be advertised;
- Plan procurement, record procurement transactions and track key stages of the procurement process, using the E-procurement System; Government Smart Admin System (GSAS), etc
- Ensure timely bid-openings, evaluation process of the technical and financial proposals and preparation of evaluation reports;
- Ensure that cross-cutting project priorities and policy commitment are reflected in procurement related documents - e.g. stakeholder consultation, climate-smart, energy efficiency and accessibility requirement;
- Perform any other tasks assigned by the Head of procurement management office and project coordinator.
- Take the full responsibility for attending to and management of the procurement processes by ensuring that all steps are properly undertaken, and procurement files are maintained in accordance with the laws, rules and regulations partners' requirements.

(c) Contract administration

- Coordinate and participate in the negotiation process on tenders and ensure proper and timely preparation of contracts, contract negotiation, and contract management including providing advice to contractors and contract administrators;
- In collaboration with the contract management team, ensure that goods/ services/works are provided/executed as stipulated in the contract provisions, propose recommendations in case of any settlement of disputes which could occur during the contract implementation/execution;
- Ensure that procured items are delivered within agreed schedule, within scope and within budget, monitor the progress, and provide all required procurement reports.
- Assist in the drafting of contracts between the UR-SPIU and the successful bidders after obtaining the approval level (if required), and follow up the signature process;
- In collaboration with the Contract Managers, ensure that goods/services/works are provided as stipulated in the contract provisions;
- Ensure timely reception of the goods/services/works of the various contracts financed by the program;
- Prepare periodical procurement implementation reports such contracts signed, purchase orders issued, tenders awarded, tenders not awarded, etc;

- Manage any procurement related information requests and complains;

(d) Training and hands-on

- In close collaboration with the Head of the Procurement Management Office, program Director and UR-SPIU Coordinator support the facilitation of a comprehensive procurement capacity assessment to be conducted within the project or program. This assessment should aim to evaluate existing procurement practices, identify gaps, and ensure alignment with established standards and objectives.
- Additionally, provide support to the Program Director and Project Coordinator in identifying potential procurement-related risks and defining appropriate mitigation measures to address them. Based on the findings, contribute to the development of relevant training modules designed to strengthen procurement efficiency and enhance overall service delivery within the program.

(e) Reporting

To effectively complete all other required tasks, ensure the preparation and timely submission of comprehensive procurement reports that capture all key activities and compliance requirements:

- Prepare and submit a detailed monthly report to the Head of the Procurement Office (SPIU) covering all purchase orders issued on behalf of the program and related projects, including their status, values, and any issues encountered;
- Additionally, compile a monthly report on all tenders and contract execution processes, clearly outlining progress, timelines, challenges, and actions taken;
- Closely monitor all assigned projects to ensure full compliance with Development Partners' requirements, while upholding accountability, transparency, and value for money to support the achievement of an unqualified audit opinion for the program and its projects;
- Carry out any other related duties as may be assigned by the Head of procurement management office as immediate supervisor, program Director and UR-SPIU Coordinator.

3. REQUIRED QUALIFICATION AND SKILLS

Selection criteria:

3.1. Job profile -Needed Qualifications, Skills and Experience

- Master's degree in Procurement, Logistics and Supply chain, Law, Economics, Management, Finance with at least four (4) years of work experience in procurement or bachelor's degree in the above field with at least ten (10) years' working experience in procurement supported by documented evidence is a must;
- A professional qualification in procurement (e.g. Chartered Institute of Procurement and Supply **(CIPS)** Level 3 or 4 Diploma) is an added value.

- Three years of work experience in procurement for the donor-funded projects such as World Bank, AfDB, German Development Bank, EU, DFID, UNICEF, GTZ, Expertise France, ENABEL, etc...is a must;

3.2. Technical competencies:

- Track record of managing procurement related planning and selection processes for government and donor-funded projects of a similar scale and technical nature – familiarity with WB procurement processes and guidelines considered an asset;
- knowledge of ICT-related procurement is considered a distinct advantage;
- Demonstrated detailed knowledge of Rwanda public sector contracting laws, regulations and procedures;
- Demonstrated experience of managing the preparation, evaluation, negotiation and delivery of large technical contracts;
- Demonstrated experience of conducting procurement market assessments;
- Demonstrated experience of identifying and mitigating fiduciary risks related to procurement as well as managing procurement related complaints;
- Demonstrated knowledge of business and purchasing practices, supply and price trends;
- Proven ability to work with individuals and teams in completing tasks that are urgent, high priority and sensitive.
- Proven ability to think analytically and strategically;
- Proven ability to liaise and consult with multiple internal and external stakeholders in managing procurement related processes.
- Experience in public procurement policies, procedures and practices in Rwanda;
- Being registered with the Association of Procurement Professionals supported by documented evidence
- Have a very high level of integrity, zero tolerance to corruption and be disciplined;
- Solid organizational skills, including attention to detail, multi-tasking and time-management;
- Strong analytical skills and ability to deal with complex issues in a clear and practical manner;
- Excellent oral and written communication skills in English

3.3. General Competencies (management, leadership, communication, problem solving, monitoring, coordination, stakeholder management etc.)

- Strongly results-oriented and able to manage a complex and multi-faceted workload with minimal supervision;
- Ability to determine and review priorities, plan and meet deadlines of projects or programs;
- Good decision-making skills;
- Excellent negotiation skills;
- Team player, with good interpersonal skills, and proven ability to function effectively with multiple host-country counterparts and multi-disciplinary teams;
- Excellent skills in facilitation and coordination, and ability to resolve conflicts constructively;
- Ability to maintain strategic overview and manage priorities yet be detail-orientated within a dynamic, fast-paced environment;
- Strong oral and written communication skills, including report writing;
- Strong problem-solving abilities;
- Fluency in English is essential;
- Solid IT skills including Word, Excel and PowerPoint;
- Should demonstrate a high degree of professionalism and integrity.

4. APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link:

<https://forms.gle/968btf7axwkCiMnK7>

The application file must contain the following documents:

1. Application letter addressed to UR-SPIU Coordinator,
2. A detailed Curriculum Vitae
3. A copy of academic degree and academic transcripts (as one document)
4. A copy of proof of previous relevant experience if any (as one document).
5. A copy of National Identity and/or passport

The Deadline for submission of the application is set on 19th May 2026 at 5:00PM. Only shortlisted candidates will be required to sit for a written test.

Done at Kigali on 08/05/2026



Dr. Michael MUGISHA, MPH, PhD

Coordinator

Single Projects Implementation Unit (SPIU)

University of Rwanda.