



Kigali, ...19.../.....04.../2023  
REF: DVC-FIN/..0025/2023

## RWANDA

### JOB ADVERT

Project: **Regional Centre of Excellence for Biomedical Engineering and e-Health**  
Project ID No: **P-ZI-IBO-025**  
Position: **Project Procurement Specialist**  
Employer: **University of Rwanda**

#### A. INTRODUCTION

The Government of Rwanda received a loan from the African Development Bank (AfDB) to finance the East African Community (EAC) - Regional Centre of Excellence for Biomedical Engineering and e-Health (CEBE) project which is being implemented by the University of Rwanda (UR). The project intends to apply part of the proceeds of this loan for payments of key staff's salaries responsible for the project implementation. Thus, CEBE is recruiting the following staff:

The Project Procurement Specialist will report to the Project Coordinator and will work closely with the procurement team of the University of Rwanda (UR) - Single Project Implementation Unit (SPIU) which oversees all projects implemented by the University. S/he will be part of the Project Coordination Unit. The overall responsibility of the Project Procurement Specialist is to ensure that any procurement of the project is done timely with highest quality and based on the principle of value for money. S/he performs all procurement of services/goods/works starting from planning, advertising up to filing and constituting a database of all suppliers/contractors.

#### B. DUTIES AND RESPONSIBILITIES

The Project Procurement Specialist shall deliver on the following duties and responsibilities:

- i. Handle all the procurements for the project;
- ii. Advise and assist the project in preparing all the necessary documents including but not limited to call for expressions of interest, bid packages, evaluation reports and publication of the



- outcome of the tendering process and follow up on contract management;
- iii. Take the full responsibility for the procurement processes, ensuring that all steps are properly undertaken, and procurement files are maintained in accordance with the laws, rules and regulations of AfDB and Government of Rwanda;
  - iv. Track all project's procurements, identify all related issues and resolve them on time;
  - v. Link the project with other stakeholders as far as procurement is concerned;
  - vi. Gather information on specifications, prepare and publish specific procurement or general procurement notices or calls for request for expression of interests;
  - vii. Establish a database of qualified suppliers/ service providers with brief notes on the signed contracts, their timelines and update regularly the database;
  - viii. Establish and update regularly the project procurement plan spelling out the various services/goods financed by the project;
  - ix. Establish a reliable and comprehensive filing system for all procurements of the project;
  - x. Ensure that the procurement plan is published on time, updated; and produce reports on monthly, quarterly and yearly basis;
  - xi. Ensure that the procurement activities are carried out in accordance with the rules and procedures of the African Development Bank Group;
  - xii. Ensure the quality of bid documents and request for proposals, by particularly checking and verifying that all the required conditions to be fulfilled are included in the bid documents or requests for proposals,
  - xiii. Ensure that input to procurement such as Terms of reference are timely obtained from relevant units;
  - xiv. Prepare tender documents on the basis of the technical specifications prepared by the end users financed by the Project and ensure that the tender documents are widely advertised on time;
  - xv. Draw up request for proposals and the consultants shortlist on the basis of elements and the specifications of services and prepare no-objection requests when required;

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- xvi. Be present during the opening of bids, write minutes for an opening session, evaluation report, and prepare all the required documents like No-objection( if required); notification letters, etc.
- xvii. Participate in the evaluation process of the technical and financial proposals, coordinate and participate in the negotiation process;
- xviii. Prepare draft contracts after contract negotiations;
- xix. In collaboration with the project management team, ensure that services are provided as stipulated in the contract provisions, propose recommendations for the settlement of disputes which could occur during the implementation of the contract;
- xx. In collaboration with the Project Management Team, ensure a timely response of the Project to the consultant's reports as well as the final approval of the consultants' work.
- xxi. In collaboration with the Project Management Team, ensure that the works and related goods be executed according to the contractual clauses, propose recommendations on the settlement in case of any disputes which could occur during the contract execution.
- xxii. In collaboration with the Project Coordination/Implementation Unit and UR SPIU and other concerned parties, ensure timely reception of the goods/ works/services as per the various contracts financed by the project;
- xxiii. After contracts execution, establish a database on the performance of goods/services' suppliers, consultants, contractors, consultants and update the database regularly.
- xxiv. Ensure the project's procurement is delivered within agreed schedule, within scope and within budget, monitor the progress, and provide all required procurement reports;
- xxv. Prepare working documents for relevant meetings associated with the project, and
- xxvi. Perform any other duty assigned by the Line Manager.

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### C. REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

The Project Procurement Specialist should have a high level of technical competence and experience in procurement of services, goods and works on using African Development Bank (AfDB) Procurement Policies and Government of Rwanda (GoR) procurement laws and guidelines. The Project Procurement Specialist should therefore have the following qualifications:

- Minimum of BA or B.Sc. Degree in any of the following: Procurement, Procurement & Supply Chain Management, Public Procurement & Asset Management, Commerce, Marketing Management, Business Administration, Economics, Engineering, Law or any other related discipline. Possession of professional qualification in procurement will be an added advantage. At least 10 years of general experience, of which 5 years of specific experience in procurement in a large private or public sector organization and projects and in Government of Rwanda (GoR)/ African Development Bank (AfDB)/World Bank procurement procedures.
- Have registered with the Association of Procurement Professionals is an added advantage; and it will become a requirement upon working for the project once selected as potential employee;
- Have a very high level of integrity, zero tolerance to corruption and be disciplined;
- Have Solid organizational skills, including attention to detail, multi-tasking and time-management;
- Have strong analytical skills and ability to deal with complex issues in a clear and practical manner; be a strong team player with ability to work independently and in team;
- Computer literacy in the use of word processor, spread sheets and any other

Excellent writing and communication skills in Kinyarwanda, English and French (all reports, documents and correspondences shall be in English).



- Knowledge of the Education sector in Rwanda is an advantage
- Have a proven experience in dealing with procurement of multilateral development banks' operations will be an added advantage.

#### **D. LEVEL OF EFFORT AND TIMING**

- The assignment is expected to start from June 2023 to December 2023. The Project Procurement Specialist will be based at the UR-Single Project Implementation Unit (SPIU) office in Kigali. After this period, based on the staff performance and other factors, the contract could be extended under UR-SPIU, not CEBE. The applicable Rwandan Laws will govern the Employment Contract. The staff' salary will be based on the UR-SPIU salary structure approved by the University of Rwanda (UR) Board of Governors.

#### **E. INPUTS PROVIDED BY THE CLIENT**

University of Rwanda will provide reasonable and standard office space and office furniture and equipment required for the duration of the assignment, at its premises for successful discharging of her/his assignment. The Project Procurement Specialist will be provided, for official business, with internet access and telephone facilities.

#### **F. SELECTION PROCESS**

Interested candidates must provide information indicating that they are qualified to perform the above mentioned services. Interested and qualified candidates must submit their application online on [spiurecruitment@gmail.com](mailto:spiurecruitment@gmail.com) with a copy to [cebeprojectcoordinator@gmail.com](mailto:cebeprojectcoordinator@gmail.com). The application dossier must contain the following documents: **Application letter, Detailed CV indicating proof of past experience, copy of degree and other relevant academic certificate, copy of the national ID and at least one recommendation letter from previous employer.**

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In case the interested candidates would like to submit hard copies, their applications will be submitted to the following physical address:

Single Project Implementation Unit (SPIU)  
Procurement Office - Kicukiro Campus  
University of Rwanda  
Kigali-Rwanda

**Note:**

- I. All the applications should be addressed to the Deputy Vice Chancellor for Finance (DVC-FIN), University of Rwanda and be submitted to the above mentioned email addresses.

The deadline of submission of applications is on 7<sup>th</sup> May 2023.

**Françoise Kayitare Tengera**  
**Deputy Vice Chancellor for Finance**