



OFFICE OF THE COORDINATOR

JOB ADVERTISEMENT

BACKGROUND

The University of Rwanda in partnership with Swedish International Development Agency under the funding from the European Union is implementing an EU-MAV+ Project. This project aims to advance high-quality research and academic excellence in the fields of pharmaceutical and vaccine manufacturing.

It is in this context that the University of Rwanda wishes to recruit competent staff to fill the following position at UR SPIU.

Position 1: Finance Management Specialist

The Finance Management Specialist will support the University of Rwanda Single Project Implementation Unit (UR SPIU) Finance Office in ensuring compliant, timely, and accurate financial management and reporting of projects and for the EU-MAV+ Project. The specialist will contribute to efficient and transparent use of projects resources.

Main Duties and Responsibilities

(a) Preparation of Work Plans and Budgets

- Support PIs, Project Managers, in developing project budgets and financial plans.
- Contribute to preparation of annual work plans and budgets for programs.

(b) Timely Financial Reporting

- Maintain accurate accounting and bookkeeping systems in line with donor and GoR requirements.
- Coordinate with UR SPIU finance teams to ensure timely monthly, quarterly, and annual financial reporting.
- Record transactions in EBMIS, UR Smart Admin System and reconcile shared SPIU accounts (USD, RWF, Euro).
- Monitor GL accounts, correct errors, and ensure appropriate allocation of expenditures.
- Track budget execution and inform management on budget-performance alignment.

(c) Timely Verification of Payments

- Ensure all expenditures are eligible, supported, and approved before processing.
- Process and verify staff and supplier payments and maintain sequential records.

- Assist in preparing withdrawal applications aligned with donor/Government of Rwanda requirements.
- Manage operations of special and counterpart accounts effectively.

(d) Tax Filing and Statutory Compliance

- Prepare and file PAYE, VAT, and other tax obligations with RRA in coordination with HR or assigned staff.
- Ensure RSSB contributions are timely paid and taxes for service providers are declared.
- Prevent penalties by ensuring timely and compliant tax payments.

(e) Documentation and Records Management

- Maintain proper books of accounts and establish an organized, secure filing system.
- Track and digitize inventory of assets and stock.
- Implement measures to protect financial records from unauthorized access or loss.

(f) Financial Decision-Making Support

- Assist project teams in administrative and financial planning activities.
- Promote cost-effectiveness and advise on value-for-money decisions.
- Recommend improvements in financial systems and procedures.
- Provide strategic financial guidance to SPIU management.

(g) Internal and External Audit Follow-Up

- Facilitate audits and ensure audit recommendations are implemented.
- Coordinate timely submission of audit reports to development partners.
- Collaborate with internal and external auditors and support documentation readiness.
- Promote accountability and strive for unqualified audit opinions across all projects.

(h) Other Responsibilities

- Uphold the project's image and foster strong partner and stakeholder relations.
- Support asset management strategies and ensure compliance.
- Prepare reports, briefs, and documentation for meetings, conferences, and project events.
- Draft summaries and follow-ups for key engagements on behalf of the project team.

Qualifications and Experience:

- Must have a bachelor's degree in accounting/Finance/Business Administration (specializing in Finance or Accounting) with five years of post-qualification

experience in finance or accounting and an accounting professional qualification such as CPA or ACCA; or Master's degree in accounting/finance with 5 years of work experience in financial management practices, or Bachelor's degree in accounting/finance with at least 7 years of work experience;

- Experience in accounting for the donor-funded projects or other recognized Institution is a must;
- Having project management Certification such as PMP or Prince 2 is an added value.
- Having experience in Government accounting including the use of the Government's Integrated Financial Management System (IFMIS) or any other Government recognized Accounting Financial Systems.
- Excellent leadership and managerial skills, great teamwork, strong analytical skills, strong planning and budgeting skills, strong attention to detail skills and problem solving skills;
- Strong computer skills, especially in Microsoft Excel, PowerPoint, Access and accounting packages;
- Excellent oral and written communication in English;
- Able to work independently with minimal supervision

APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link <https://forms.gle/YXGxJgTHKEiVqvNaA>. The application file must contain the following documents:

1. Application letter addressed to UR-SPIU Coordinator indicating the position.
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 24th September 2026 at 5:00 PM. Only shortlisted candidates will be required to sit for the written test.

Done at Kigali on 15/09/2026



Dr. Michael MUGISHA, MPH, PhD

Coordinator

Single Project Implementation Unit (SPIU)

University of Rwanda.