



OFFICE OF THE COORDINATOR**JOB ADVERTISEMENT****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.

Positions: Procurement Specialist (1 positions)**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;
- 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.
- 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.

(d) **Reporting**

- Submission of monthly report to the Head of Procurement office in SPIU on all purchase orders issued on behalf of the program and other projects;
- Submission of monthly report on all tenders and contract execution process;
- Monitor closely all assigned projects and ensure compliance with Development Partners' requirements;
- Ensure accountability, compliance and value for money to contribute to the achievement of unqualified audit opinion for the Program/projects;
- Perform any other related tasks as may be assigned by the immediate supervisor.

REQUIRED QUALIFICATION AND SKILLS

- Master's Degree in procurement or master's in management with specialization in Procurement and Logistics with at least 5 years' working experience or Bachelor degree in the above field with 7 years' working experience is a must;
- Three years of work experience in procurement for the donor-funded projects is a must;
- Experience in public procurement policies, procedures and practices in Rwanda;
- Being registered with the Association of Procurement Professionals will be an advantage;
- 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

APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link:
<https://forms.gle/428dYp1vituNxcYh8>.

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 18th December 2025 at 5:00PM.
Only shortlisted candidates will be required to sit for a written test.

Done at Kigali on 09/12/2025



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