



OFFICE OF THE COORDINATOR

**JOB ANNOUNCEMENT FOR THE POSITION OF PROJECT OFFICER FOR
PROMOTING INDIGENOUS TREES AS AN ALTERNATIVE SUSTAINABLE WOOD
SUPPLY FOR THE TIMBER INDUSTRY PROJECT (PITTIR)**

PROJECT BACKGROUND

The University of Rwanda through the Center of Excellence in Biodiversity and Natural Resource Management (CoEB) is implementing several research projects and seeks a project manager for one of the projects entitled 'Building resilient working landscapes in Rwanda: Promoting Indigenous trees as an alternative sustainable wood supply for the timber industry project (PITTIR).

The aim of this project is to identify a suite of indigenous tree species that meet industry requirements for commercial production and that contribute to human wellbeing and biodiversity conservation through the following outputs: (1) Identify a set of native tree species that can be domesticated for commercial cultivation, for livelihood improvement opportunities, and that help combat malnutrition and climate change impacts; (2) Determine best approaches to collect seeds of these identified species; (3) Established framework for growing selected indigenous trees from seed to sapling for use in commercial plantations. The Project manager will also support other projects under the Excellence in Biodiversity and Natural Resource Management (CoEB), such as the COMBIO project which is a collaborative project to build resilience of communities living in Rwanda's Eastern Province to the impacts of climate change and will reduce vulnerability to climate change through community-based biodiversity restoration and conservation.

The CoEB seeks a Project Officer to support the Center in managing these projects. The position is for a two-year period with possibility of extension depending on availability of funds.

1. PROJECT OFFICER (1POSITION)

Duties and responsibilities

- Assist the Center Director and staff in implementing project activities
- Coordinate and supervise execution of project activities according to the project plan.
- Assist the project PI and the Centre Director in the overall coordination of the project at the University of Rwanda, Center of Excellence in Biodiversity and Natural Resource Management (CoEB).

- Monitor progress, track milestones, and adjust project strategies as needed to meet objectives.
- Communicate regularly with project partners and staff
- Plan and coordinate regular project meetings, retreats, workshops and communications as required and take minutes at meetings, ensure they are distributed.
- Gather and supervise casual labors, field assistants or interns as required to complete certain project activities.
- Responsible for the day-to-day operational management of the programs: implement, guide, and co-supervise field activities related to the execution of the project.
- Draft project reports and other needed project documents.
- Manage project documentation, including contracts, permits, reports, and records and appropriate filing procedures.
- Work as the focal person between Center of Excellence in Biodiversity and Natural Resource Management (CoEB) and the University of Rwanda single project implementation Unit.
- Develop comprehensive project work plans, including scope, objectives, deliverables, and timelines and monitor it with the project teams.
- Identify and allocate necessary resources, such as personnel, equipment, and budget.
- Manage and track project assets.
- Conduct a thorough assessment of project risks and develop appropriate mitigation strategies.
- Establish clear communication channels and reporting mechanisms within the project team, industry partners and stakeholders.
- Develop and manage the project budget, ensuring effective allocation and utilization of resources.
- Monitor project expenditures, identify cost-saving opportunities, and maintain financial records.
- Coordinate procurement activities, including obtaining quotes and managing vendor relationships.
- Prepare and submit regular progress reports and financial statements to the donors and stakeholders.
- Support the mainstreaming of gender equality and effective implementation of the community approach through all relevant project activities
- Participate in Center staff meetings and activities, and project team meetings.

- Carry out any other duties as may be assigned by the project Principal investigator, Center Director, or other Center staff.

Required skills, experience, qualification and key attributes

- Master's degree in Economics; Project Management; Business Administration; Development studies, Environmental Chemistry, Forestry, or Biodiversity conservation with 2 years of experience in project management or A bachelor degree in Economics; Project Management; Business Administration; or Development studies, Environmental Chemistry, Forestry, Biodiversity conservation with at least 3 years of experience in project management from delivery, monitoring and evaluation
- Prior experience and knowledge in dissemination and engagement of local leaders and other project stakeholders
- Strong interpersonal skills and experience working with multiple partners of diverse backgrounds
- Excellent oral and written communication in English; ability to write clear and concise reports and able to make effective presentation;
- Experience in working with scientific researchers and Experience in scientific research (research assistant, composing research proposals, etc)
- Ability to work independently, take initiative, and motivate teams and action
- Excellent leadership and managerial skills, great teamwork, strong analytical skills, strong planning and budgeting skills, strong attention to detail and problem solving skills;
- Highly skilled in computers, software, and other technologies
- Experience in community and stakeholder engagement

Language Proficiency

- Excellent command of English for both verbal and written communication
- Capability to speak Kinyarwanda is a must.

Core Competencies

- Accountability: takes responsibility of individual and collective actions that promote the project activities
- Professionalism: Promote organizational and projects interests, objectives and values
- Transparency: able to build trust with the PI and among project stakeholders
- Active: takes initiative, innovates, seeks best practices and problem solves

Working modalities

This is a full-time position working 40 hours per week working in a dynamic, collaborative research environment. The successful candidate will be based at the CoEB offices in Kigali, College of Science and Technology, and will work closely with Center researchers and partners, as well as students and interns, and will report directly to the Director.

Application procedures

Interested and qualified candidates should submit their application documents to the following link: <https://forms.gle/NrvkePsEbv4G43Ss6> with a copy to coeb@ur.ac.rw email address.

Application letter addressed to UR-SPIU Coordinator explaining why you want the position

1. A detailed Curriculum Vitae demonstrating experience in indicated areas
2. Certified copies of academic degree (s)
3. Three references (names and contact information) of people who can attest to your work experience and abilities
4. Copies of proofs of previous relevant experiences
5. A copy of the Rwandan National Identity Card or Rwandan passport.

Application Deadline

The deadline for the submission of application is **Tuesday 14th September 2023** at 17:00 Rwanda time. Only shortlisted candidates will be contacted to sit for the written exam.

Done at Kigali on 7th September 2023

Immaculate BUGINGO
Coordinator
Single Project Implementation Unit (SPIU)
University of Rwanda

