

JOB ADVERTISEMENT

The **Rwanda Development Board (RDB)** is a government institution established to accelerate Rwanda's economic development by promoting investment, driving private sector growth, and facilitating business operations across the country. The RDB Single Project Implementation Unit (SPIU) is mandated to coordinate, manage, and oversee the implementation of externally funded projects under the Rwanda Development Board. Its core responsibilities include planning and executing projects in alignment with national priorities, ensuring effective financial and procurement management, monitoring and evaluating project performance, and ensuring timely reporting to stakeholders, RDB is seeking to recruit qualified and competent professionals for the following positions under SPIU:

S/n	Job title	Required qualifications, experience & competencies	Key duties and responsibilities	Number of posts
1.	VCRP Project Manager.	Minimum Qualifications <ul style="list-style-type: none"> Master's Degree in any of these fields: Civil Engineering, Construction Engineering with a minimum of 5 years of experience in the above fields or; Bachelor's Degree in any of these fields: Civil Engineering, Construction with a minimum of 7 years of experience in the above fields. 	<ul style="list-style-type: none"> Project governance: The project manager takes charge of planning, organizing, and coordinating the entire project lifecycle, from initiation to completion. Idea Generation and Evaluation: Evaluates ideas based on their feasibility and alignment with RDB strategic objectives. Project Planning and Execution: The project manager ensures that the project progresses according to plan, monitors breakthroughs, and handles risks and issues that may arise. 	1

		<p>Professional Certifications:</p> <ul style="list-style-type: none"> • Project Management Professional (PMP) or Prince II certification is an added Value. • Certification in Sustainable tourism and/or Environmental Public health, Environmental law and Policy, is an added value. <p>Required Competencies and Technical Skills</p> <ul style="list-style-type: none"> • Delivery focused, pragmatic, able to manage multi-tasks and get things done in a fast-paced environment • Professional standards, detail orientated with high performance standards. • Policy and strategy development skills • Strong management skills with ability to confidently work with senior public officials and private sector leaders • A proven record of prior work experience in large construction works. 	<ul style="list-style-type: none"> • Cross-functional Collaboration: The project manager works closely with diverse collaborators and senior managers, facilitates effective communication, coordinate efforts, and ensure alignment across different departments. • Budgeting and Resource Management: The project manager is responsible for developing and handling the project budget, supervises project costs and report on budget performance. • Performance Tracking and Evaluation: The project manager monitors project progress, supervises key performance indicators and critical metrics, and evaluates the project's success against predefined metrics. Conduct regular project reviews, identify areas for improvement, and implement corrective actions. • Stakeholders' Engagement: The project manager effectively engages and communicates with project stakeholders, including donors, clients, end-users, and other internal or external parties. Handles expectations, provide updates on project status, and address concerns or feedback throughout the project lifecycle. 	
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		<ul style="list-style-type: none"> • Demonstrable working knowledge of fiduciary operations in program/ project management (Financial Management; and Procurement) • Demonstrated experience in development and management of government or development partner funded programs/projects • Staff supervisory experience and demonstrated organizational skills • Proficiency in written and spoken English. Knowledge of Kinyarwanda and/or French is an added value. • Excellent writing skills, presentation skills, strong strategic and analytical skills, computer skills, negotiations skills, interactive and interpersonal communication skills. • Knowledge of World Bank funded projects procedures, reporting, standards and guidelines 	<ul style="list-style-type: none"> • Continuous Improvement: The project manager champions a culture of continuous improvement and innovation within RDB by identifying lessons learned from completed projects and integrate standard processes into future initiatives. • Review the terms of reference of all relevant project works to be advertised. • Emulate RDB's core values and image through best behavior, rewarding and voicing for good behaviors within the institution. 	
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2.	Monitoring and Evaluation Specialist	<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Master's Degree in any of these fields: Business Administration, Statistics, Project Management, Economics with a minimum of three (3) years of experience in the above fields; • Bachelor's Degree in any of these fields: Statistics, Business Administration specializing in Project Management, Economics with a minimum of five (5) years of experience in the above fields. <p>Key Competencies required</p> <ul style="list-style-type: none"> • Very good M&E skills: proven experience of setting up and implementing M&E Systems (design and implementation of log-frame, definition of results, indicators, data sources, data collection tools, design and implementation of M&E Strategy), 	<p>Set up the monitoring and evaluation framework for the projects/ programs managed by the RDB SPIU.</p> <ul style="list-style-type: none"> • Review and update monitoring and reporting tools • Develop the overall framework of the monitoring and evaluation activities; clarify the responsibilities and prepare the work plan and the detailed budget for the monitoring and evaluation activities. • Provide guidance and technical support on the work of the Monitoring and Evaluation in SPIU. • Guide and coordinate the review of program log frames including providing technical advice for the revision of performance indicators - ensuring that realistic intermediate and end-of-program targets are defined - conducting a baseline study on monitoring and evaluation for the entire commerce sector - identifying sources of data, collection methods and resources needed and related cost. 	1

		<p>preferably of projects portfolios or large-scale interventions</p> <ul style="list-style-type: none"> • Good quantitative skills (for definition of indicators, design of data collection tools, analysis of data) • Analytical, decisive, results oriented and innovative • Proactive with ability to take initiatives • Ability to work under pressure • Strong managerial and supervisory skills, with ability to monitor performance 	<ul style="list-style-type: none"> • Establish contacts and engage with M&E units in project implementing partners on the monitoring and evaluation of project/programs, especially MINECOFIN and development partners. • Review and provide feedback to the SPIU Coordinator on the quality of methodologies established to collect monitoring data, document and the protocols that are in place for the collection and aggregation of this data. • Develop M&E strategies and improve M&E guidelines/manuals, frameworks, plans and tools to support project implementation, M&E and Reporting on project interventions. <p>Coordinate the Implementation of monitoring and evaluation activities</p> <ul style="list-style-type: none"> • Design an operational framework to track process of project activities. • Promote a results-based approach to monitoring and evaluation, emphasizing results and impacts of projects. 	
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			<ul style="list-style-type: none"> • Coordinate the preparation of all monitoring and evaluation reports from project implementing in accordance with approved monitoring reporting formats and ensure their timely submission. • Prepare Action Plans and Budgets in liaison with the relevant Divisions/Units to ensure that the project plans; including indicators, inputs and targets are aligned with the project agreements and in conformity with national planning requirements. • Provide data to the Corporate Services Division during the budget preparation and revision exercise, revise the action plan and budget as well as MTEF to accommodate emergent realities • Prepare consolidated progress reports for the SPIU Management including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations. • Analyze the reports on project implementation and evaluate results of programs and projects; 	
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			<ul style="list-style-type: none"> • Ensure availability of relevant data for planning and evaluate the impact of the implementation of interventions by projects • Check that monitoring data is discussed in the project steering committees and in a timely fashion in terms of implications for future action. • Undertake regular visits to field to support implementation of monitoring and evaluation, check the quality of data produced, and to identify where adaptations might be needed; monitor the follow up of evaluation recommendations with Program /Project Managers. • Foster participatory planning and monitoring; organize and provide refresher training in monitoring and evaluation for programs and implementing units staff, local government officials and other stakeholders with a view of developing sector monitoring and evaluation capacity. • Ensure that M&E related activities are successfully implemented and that relevant learning is documented, disseminated to staff with and outside RDB and used to inform future decisions 	
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			<ul style="list-style-type: none"> • Coordinate the preparation, review and posting of all M&E reports and provide constructive feedback to all stakeholders in multiple formats. • Oversee the institutional monitoring and evaluation framework and plan for all projects and programs. • Work with the FMS and project coordinators to help show value for money and impact of all Development Partner projects. • Ensure that the planning process is based on formats required by MINECOFIN or different projects managed by institution. • Coordinate the elaboration of the annual reports. <p>Identify the need and develop the TORs for specific monitoring and evaluation activities and baseline survey.</p>	
3.	Financial Management Specialist	Minimum Qualifications <ul style="list-style-type: none"> • Master's degree in any of these fields: Finance, Accounting or Business administration with at least three (3) years' experience in managing finances of Public Sector projects with proven experience in 	Coordinate the development and execution of RDB-SPIU Project budgets. <ul style="list-style-type: none"> • Participate in the development of key priorities and Action Plan of RDB projects; • Participate in the budget preparation process of projects; 	1

		<p>managing finances and procedures of donor funded projects</p> <ul style="list-style-type: none"> • Bachelor's degree in accounting, finance or business administration specializing in Finance/Accounting with at least Five (5) years' experience in managing finances of Public Sector projects with proven experience in managing finances and procedures of donor funded projects • Be familiar with the use of different accounting software such as SMART IFMIS, Sage Pastel and/or TOMPRO • Preparation of funds withdraw applications from the Grant/Loan account in accordance with directives and instructions from donors • Be computer literate and fluent in either English or French. A working knowledge of the other is an added advantage. 	<ul style="list-style-type: none"> • Coordinate the Preparation of annual, quarterly and monthly cash plans in collaboration with other units; • Receive and check all invoices and requests and forward them for payment; • Verify and sign all payments; • Ensure timely preparation of periodic budget execution and financial statement reports; • Participate in budget revision process of projects. • Design and set an effective financial management system for the SPIU and ensures that accounting and book keeping records are prepared and maintained in accordance projects requirements as well as statutory and organization policies, chart of accounts, and related accounting standards, principles and practices. <p>1. Produce Periodic financial statements</p> <ul style="list-style-type: none"> • Prepare bank accounts reconciliation statements • Analyze financial statements for consistency • Correct errors found in financial statements 	
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		<ul style="list-style-type: none"> • Be a member of certified accounting body (ACCA, CPA, and CAT) or currently studying for certification is an added advantage. <p>Key Competencies required</p> <p>Highly competent, mature, experienced and self-motivated person with integrity</p> <ul style="list-style-type: none"> • Analytical, decisive, results oriented and innovative • Proactive with ability to take initiatives • Ability to work under pressure and effectively manage teams • Familiarity with donors'/partners rules and procedures • Conversant with project financial management practices 	<ul style="list-style-type: none"> • Consolidate project reports and the accounting information and fill in the reporting format provided by MINECOFIN for projects. • Follow up the approval of the project financial statements as per development partners reporting requirements. • Follow up replenishment of funds from the concerned development partners; • Ensure accounting coding and budgeting lines are correct: this includes verification of financial reports, expenses and supporting documents. • Facilitate process of internal and external audit of different programs and projects under the SPIU • Record all project transactions properly in IFMIS and submit the monthly project consolidated report within the stipulated deadline; <p>2. Coordination of pay and compensation.</p> <ul style="list-style-type: none"> • Supervise the preparation of the project budget of staff compensation and ensure its integration in the institutional budget; 	
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			<ul style="list-style-type: none"> • Monitor the preparation of the salary payroll lists, fringe benefits of all project staff; • Receive, analyze, find or propose solutions to the employees 'complaints regarding remunerations. <p>3. Transactional cash management.</p> <ul style="list-style-type: none"> • Verify staff payroll for bank transfers at the end of each month. • Ensures all invoices from external parties (contractors, suppliers...) are paid in due time, by bank transfer, • Check and approve payment documents and further the request to SPIU coordinator then finally to Chief Finance Officer for final approval. • Attend and record all bank transactions, maintain bank accounts, ensure monthly bank statements and account overviews. • Responsibility for the cash management: this includes regular daily cash counts, verification of balance of cashbook and cash-on-hand, establishment and signature of cash count statements. <p>4. Operational Support.</p>	
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			<ul style="list-style-type: none"> • Review and approve the list of office material to be purchased by the projects; • Ensure the approval of office equipment's to be purchased by the project management; • Ensure the preparation of monthly project inventory report and monthly inventory review; • Ensure regular update and inventory of assets register for the project. • Coordinate auctions of Project assets. <p>5. Reporting</p> <ul style="list-style-type: none"> • Guide the identification of a development project. • Coordinate the preparation of the development project budget. • Review the development project and submit for approval • Follow up with the donors to ensure timely cash replenishment. 	
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MODE OF APPLICATION

Duly signed application letters addressed to the CEO of RDB together with updated detailed curriculum vitae, copies of both academic and professional certificates, proof of related experience/valid work certificates and names and addresses of at least three (3) reference persons and copy of Identity Card should be submitted by email to talentacquisition@rdb.rw not later than **22/08/2025** latest **5:00 P.M.**

Note:

1. The submission of **valid and acceptable** proof of experience or work certificates, attached to your job application letter **is mandatory** to support the relevant experience outlined in the applicant's CV, along with the other documents mentioned above, for pre-selection.
2. Your job application and its attachments **MUST be scanned as ONE single PDF document** for easy download & analysis of applications otherwise the application will not be considered for preselection.
3. Candidates who apply for more than one (1) position **MUST** submit separate application letters with relevant attachments for each position they are applying for. Any one application containing multiple positions will not be considered for preselection.
4. **ONLY online** applications will be received on the above-mentioned email. No hard copy applications will be received.
5. The **email subject** must clearly specify the **job title** you are applying for.
6. For any follow-up, clarifications or appeal regarding your application, please contact us at hr@rdb.rw.
7. RDB is an equal opportunity employer. As part of our company Gender Mainstreaming policy and program, we strongly encourage every qualified candidate to apply.



Jean-Guy AFRICA
Chief Executive Officer