

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 **contractual** positions under SPIU:

S/n	Job title	Job Summary	Required qualifications, experience & competencies	Key duties and responsibilities	Number of posts
1	Senior Civil Engineer	The Rwanda Development Board (RDB) is an emerging unique institution in Rwanda created to fast track the	Minimum Qualifications: The required senior engineer must be a technically	The engineer's duties is not limited to designing, planning and supervising construction projects, for RDB but also Oversee and regularly review engineering processes and resources to maximize	2

		country's economic development. As an entity, it brings together economic clusters tasked to ensure the Rwanda's vision 2050 economic aspirations are realizable. To succeed at this important mission, RDB is looking for a good caliber Senior Civil Engineer to join the team responsible for the quality standards of RDB construction and engineering projects.	qualified with at least Bachelor's degree or masters' degree in civil engineering • Have at least 7 years of proven practical working experience in construction sector for Bachelor's degree holder • Have at least 5 years of proven practical working experience in construction sector for masters 'degree holder Required Competencies and Technical Skills: • Should have worked on least five (5) civil engineering projects such as buildings construction projects and/or infrastructure development projects as either project civil engineer, design engineer, structural engineer, project manager or design team leader as proven by working/service certificates.	efficiency and productivity within the Construction projects, develop plans for new engineering initiatives, including investigating new technologies and developing plans for new project implementations, create and maintain cost estimates for projects and programs, conduct research to determine the need for new or revised engineering standards, codes, and regulations, conduct reviews of engineering projects to determine their compliance with applicable regulations, standards, and codes, actively participate in professional activities, such as technical meetings and conferences related to RDB construction projects but also secure the image of the civil engineering profession by upholding professional ethics and standards, and by participating in the construction project team and analyze and resolve engineering problems and demonstrate effective skills in oral and written communication Responsibilities of the senior Civil Engineer The engineer will be responsible for the following key tasks: • Work closely with the construction team Contractor and supervisor to coordinate review and approval of all documents produced by the Contractor and Supervisor	
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			• Familiar with the latest Computer Aided Design applications and other relevant engineering and project management software • Proven experience in at least 2 donor-funded projects • Excellent in construction project design and execution • Knowledge of relevant national and international engineering codes and client engineering specification's drafting and drawing standards • Experience working in Rwandan context particularly engaged with contractors • He/she should be a member of recognized engineers' professional organization with a valid license authorizing him/her to practice as an engineer • Ability to work under pressure and be flexible	• Coordinate meetings and communication with all project stakeholders to ensure smooth operation for the projects, timely interaction, and quality of work consistent with the highest international standards • Secure the necessary public authorities and funders' approvals in case of donor funded projects and project permits and inform the Client in due time to prepare the necessary action plans • Identifying and managing commercial and contractual risks • Reviewing and monitoring progress against milestones • Report formally on the progress and performance of all relevant aspects of the Project to the all other project stakeholders • Countercheck and certify invoices, practical completion and contractual requirements in conjunction with the construction supervisor • Support field visits and inspections by necessary authorities/stakeholders • Ensuring that the highest standards of health and safety are considered as a priority through all stages of the project	
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			Fluency in English or French language, oral and written	- Controlling quality standard compliance during the construction project design and implementation - Report to the SPIU coordinator on projects work progresses	
2	Senior Mechanical Engineer	The Rwanda Development Board (RDB) is an emerging unique institution in Rwanda created to fast track the country's economic development. As an entity, it brings together economic clusters tasked to ensure the Rwanda's vision 2050 economic aspirations are realizable. To succeed at this important mission, RDB is looking for a good caliber Senior Mechanical Engineer to join the team responsible for the quality standards of RDB construction and engineering projects.	Minimum Qualifications: - Degree or master degree in mechanical or Electro-mechanical engineering - Have at least seven (7) years of proven practical working experience, in the field of expertise, for Bachelor's degree holder - Have at least five (5) years of proven practical working experience, in the field of expertise including, for masters 'degree holder Required Competencies and Technical Skills: - The required senior engineer must be a technically qualified mechanical engineer as a registered	The mechanical engineer is responsible for the design, installation, and maintenance of various mechanical systems include HVAC, plumbing, fire protection, and building automation systems. The engineer will collaborate with other professionals, ensure systems are designed and installed correctly in any RDB construction projects, and will oversee their operation and maintenance throughout the project's lifecycle, work with the team to counter check if construction projects under design or in construction work progress are on standards and implemented accordingly by overseeing and regularly do their engineering review and resources match-up to maximize their efficiency and productivity while being used in the construction projects, develop plans for new engineering initiatives, including investigating new technologies and developing plans for new project implementations, create and maintain cost estimates for projects and programs, conduct research to determine the need for new or revised	2

			mechanical Engineer under the institute of Engineers Rwanda (IER) with Valid License. • Experience in mechanical systems design and application in construction projects or integrated infrastructure projects with context of MEP engineering practices • Knowledge and experience in working with multi-disciplinary teams; • Knowledge and experience in use of green building principles and practices; • Having been involved in a MEP design, supervision or execution of at least five (5) such as buildings construction projects and/or infrastructure development projects as Mechanical or electromechanical engineer as proven by working/ service certificates	engineering standards, codes, and regulations, conduct projects engineering review to determine and confirm their compliance with applicable regulations, standards, and codes, actively participate in professional activities, such as technical meetings and conferences related to RDB construction projects but also secure the image of the engineering profession by upholding professional ethics and standards, and by participating in the construction project team and analyze and resolve engineering problems and demonstrate effective skills in oral and written communication. Responsibilities of the Senior Mechanical Engineer The engineer will be responsible for the following key tasks: • Work closely with the construction team Contractor and supervisor to coordinate review and approval of all documents produced by the Contractor and Supervisor • Ensuring that the proper design, installation, and maintenance of various mechanical systems include HVAC, plumbing, fire protection, building automation and others.	
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			• Knowledge/experience in the design and installation of (a) Mechanical, (b) Electrical and (c) Plumbing features for big scale construction projects. • Fluent in either English, French with Kinyarwanda as an asset.	• Participate in meetings and communication with all project stakeholders to ensure smooth operation for the projects, timely interaction, and quality of work consistent with the highest international standards • Secure the necessary public authorities and funders' approvals in case of donor funded projects and project permits and inform the Client in due time to prepare the necessary action plans • Identifying and managing commercial and contractual risks • Reviewing and monitoring progress against milestones • Report formally on the progress and performance of all relevant aspects of the Project to the all other project stakeholders • Countercheck and certify invoices, practical completion and contractual requirements in conjunction with the construction supervisor • Support field visits and inspections by necessary authorities/stakeholders • Ensuring that the highest standards of health and safety are considered as a priority through all stages of the project	
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				- Controlling quality standard compliance during the construction project design and implementation - Report to the SPIU coordinator on projects work progresses	
3	Senior Electrical Engineer	The Rwanda Development Board (RDB) is an emerging unique institution in Rwanda created to fast track the country's economic development. As an entity, it brings together economic clusters tasked to ensure the Rwanda's vision 2050 economic aspirations are realizable. To succeed at this important mission, RDB is looking for a good caliber Senior Electrical Engineer to join the team responsible for the quality standards of RDB construction and engineering projects.	Minimum Qualifications: - Degree or master's degree in Electrical engineering - Have at least 7 years of proven practical working experience, in the field of expertise, for Bachelor's degree holder - Have at least 5 years of proven practical working experience, in the field of expertise, for masters 'degree holder Required Competencies and Technical Skills: - Proven practical working experience in electrical systems design and application of electrical systems applied in	The Electrical engineer is responsible for the design, implementation, and oversight of all electrical systems ensuring these systems are safe, efficient, and compliant with relevant codes and regulations. The engineer will be involved in everything of the project from initial design and cost estimation to overseeing installations, troubleshooting issues, and conducting final testing. The engineer will collaborate with other professionals, ensure systems are designed and installed correctly in any RDB construction projects, and will oversee their operation and maintenance throughout the project's lifecycle, work with the team to counter check if construction projects under design or in construction work progress are on standards and implemented accordingly by overseeing and regularly do their engineering review and resources match-up to maximize their efficiency and productivity while being used in the construction projects, develop plans for new engineering initiatives, including investigating	2

			construction projects or integrated infrastructure projects with context of MEP engineering practices • Have skills and experience in electrical appliances definition, specifications development, electrical system troubleshooting, testing and commissioning best practices • Experience in construction project green electrical systems design and supervision • Knowledge and experience in working with multi-disciplinary teams; • Knowledge and experience in use of green building principles and practices; • Having been involved in a MEP design, supervision or execution of at least five (5) such as buildings construction projects and/or infrastructure development projects as electrical	new technologies and developing plans for new project implementations, create and maintain cost estimates for projects and programs, conduct research to determine the need for new or revised engineering standards, codes, and regulations, conduct projects engineering review to determine and confirm their compliance with applicable regulations, standards, and codes, actively participate in professional activities, such as technical meetings and conferences related to RDB construction projects but also secure the image of the engineering profession by upholding professional ethics and standards, and by participating in the construction project team and analyze and resolve engineering problems and demonstrate effective skills in oral and written communication. Responsibilities of the Senior Electrical Engineer The engineer will be responsible for the following key tasks: • Work closely with the construction team Contractor and supervisor to coordinate review and approval of all documents produced by the Contractor and Supervisor • Ensuring that the proper project designs, implementation, and oversight of all electrical systems by ensuring that they are	
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			engineer or senior electrical engineer as proven by working/ service certificates • Knowledge and experience in the design and installation of (a) Mechanical, (b) Electrical and (c) Plumbing features for big scale construction projects. • The required senior engineer must be a technically qualified electrical engineer as a registered electrical Engineer under the institute of Engineers Rwanda (IER) with Valid License and having at least valid electrical installation permit Class B issued by RURA. • Fluent in either English, French with Kinyarwanda as an asset.	safe, efficient, and compliant with relevant codes and regulations • Participate in meetings and communication with all project stakeholders to ensure smooth operation for the projects, timely interaction, and quality of work consistent with the highest international standards • Secure the necessary public authorities and funders' approvals in case of donor funded projects and project permits and inform the Client in due time to prepare the necessary action plans • Identifying and managing commercial and contractual risks • Reviewing and monitoring progress against milestones • Report formally on the progress and performance of all relevant aspects of the Project to the all other project stakeholders • Countercheck and certify invoices, practical completion and contractual requirements in conjunction with the construction supervisor • Support field visits and inspections by necessary authorities/stakeholders • Ensuring that the highest standards of health and safety are considered as a priority through all stages of the project	
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				- Controlling quality standard compliance during the construction project design and implementation - Report to the SPIU coordinator on projects work progresses	
4	Senior Quantity Surveyor	The Rwanda Development Board (RDB) is an emerging unique institution in Rwanda created to fast track the country's economic development. As an entity, it brings together economic clusters tasked to ensure the Rwanda's vision 2020 economic aspirations are realizable. To succeed at this important mission, RDB is looking for a good caliber senior quantity surveyor to join the team responsible for the quality standards of RDB construction and engineering projects.	Minimum Qualifications: - He /she must be a holder of at least BSc. Degree in Quantity Surveying or master's degree in construction management - Have at least 7 years of proven practical working experience in construction sector for Bachelor's degree holder. - Have at least 5 years of proven practical working experience in construction sector for masters 'degree holder Required Competencies and Technical Skills:	The quantity surveyor is responsible for managing all financial and contractual aspects, ensuring projects stay within budget and meet all legal and quality standards. The quantity surveyor will collaborate with other professionals, ensure all aspect of projects are designed and installed correctly in any RDB construction projects with clear specifications and costing with proposed measurable system and quantities , and will oversee their operation and maintenance throughout the project's lifecycle, work with the team to counter check if construction projects under design or in construction work progress are on standards and implemented accordingly by overseeing and regularly do their engineering and cost review and resources match-up to maximize their efficiency and productivity while being used in the construction projects, develop plans for new engineering initiatives, including investigating new technologies and developing plans for new project implementations, create and maintain cost estimates for projects and programs, conduct	2

			• Proven experience in construction projects costs estimate and control • Knowledge and experience in working with multi-disciplinary teams; • Having been involved in the design, construction or supervision of at least five (5) such as buildings construction projects and/or infrastructure development projects as a lead quantity surveyor, senior quantity surveyor as proven by working/services certificates. • Knowledge and experience in the estimate and control costs for large construction projects • He / She must be an active member of association of quantity surveyors in Rwanda with valid license • Fluent in either English, French with Kinyarwanda as an asset.	research to determine the need for new or revised engineering standards, codes, and regulations, conduct projects engineering review to determine and confirm their compliance with applicable regulations, standards, and codes, actively participate in professional activities, such as technical meetings and conferences related to RDB construction projects but also secure the image of the engineering profession by upholding professional ethics and standards, and by participating in the construction project team and analyze and resolve engineering problems and demonstrate effective skills in oral and written communication. Responsibilities of the Senior Quantity Surveyor The Surveyor will be responsible for the following key tasks: • Work closely with the construction team, contractor and supervisor to coordinate review and approval of all documents produced by the Contractor and Supervisor • Developing detailed cost estimates for materials, labor, and equipment, creating project budgets, including cash flow forecasts,	
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				• Monitoring project costs, identifying potential overruns, and implementing cost-saving measures, • Control project variations and manage change orders • Managing the tendering process, evaluating bids, and negotiating contracts with subcontractors, • Assessing completed work and calculating payments due to contractors, predicting financial needs throughout the project lifecycle, Preparing regular reports on project finances for stakeholders, • Preparing the final accounts to reconcile actual and estimated costs after project completion. • Participate in meetings and communication with all project stakeholders to ensure smooth operation for the projects, timely interaction, and quality of work consistent with the highest international standards • Secure the necessary public authorities and funders' approvals in case of donor funded projects and project permits and inform the Client in due time to prepare the necessary action plans • Identifying and managing commercial and contractual risks	
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				• Reviewing and monitoring progress against milestones • Report formally on the progress and performance of all relevant aspects of the Project to the all other project stakeholders • Countercheck and certify invoices, practical completion and contractual requirements in conjunction with the construction supervisor • Support field visits and inspections by necessary authorities/stakeholders • Controlling quality standard compliance during the construction project design and implementation • Report to the SPIU coordinator on projects work progresses	
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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 **28/10/2025 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. RDB is an equal opportunity employer. As part of our company Gender Mainstreaming policy and program, we strongly encourage every qualified candidate to apply.
7. Only shortlisted candidates will be contacted.



Jean-Guy AFRIKA
Chief Executive Officer