

Institution	Rwanda Green Fund (FONERWA).
Job Title:	Climate Finance Analyst (2)
Administrative Unit:	Chief Strategy Office
Job Level and Grade:	2.III
IV:	500
Index:	1890
Report to:	Chief Strategy Officer
Responsible for:	N/A
Functions	Tasks
Coordinate, guide, supervise, and monitor the mobilisation of external resources for the Fund	<ul style="list-style-type: none"> ▪ Ensure the Fund can achieve its objective of becoming the leading enabler of Rwanda’s green vision, expand not only the volume of external funding available for green projects, but also the diversity of financing to best match initiatives across sectors and themes. ▪ Support recapitalization of the basket Fund. ▪ Provide analytical and operational support in identifying, engaging, and securing support from contributors and prospective contributors in governments, public sector, foundations, private sector, and other sources of finance. ▪ Coordinate the external resource mobilisation activities for the Fund, including i) funding for the basket fund, and ii) funding for strategic programme opportunities. ▪ Develop and manage a continuous pipeline of external resource mobilisation opportunities, that deliver future funding for i) and ii) above. ▪ Track progress, monitor and report on external resource mobilisation activities, with regular status updates to the CEO and Board. ▪ Contribute to activities for the development of new financial instruments (e.g. bonds, loans, guarantees, etc.). ▪ Contribute to relationship building meetings with potential funders, particularly donors. ▪ Oversee the development of promotional material for external resource mobilization activities.
Oversee the preparation of effective project funding concepts and proposals to mobilize finance from different sources	<ul style="list-style-type: none"> ▪ Supervise the development of a continuous pipeline of concept notes and proposals for i) funding for the basket fund, and ii) funding for strategic programme opportunities. ▪ Develop and apply skills to innovatively navigate the landscape to guide The Fund’s effective resource mobilization. ▪ Reinforce existing initiatives and identify and build new diversified partnerships ensuring reliability and consistency that lead to deal closure. ▪ Help develop new domestic revenue streams for resilience from central budgets or funds as appropriate. ▪ Assist in the preparation of relevant policy documents, reports, briefing notes, presentations and operational guidelines. ▪ Support administrative processes and procedures required to realize and manage contributions. ▪ Support outreach activities to wide variety of relevant stakeholders and networks to broaden and strengthen the contributor base of the Fund. ▪ Ensure deadlines are met and the quality of outputs are high.
Job Specifications/Profile	
Relevant Qualifications	

A Bachelor's degree in Finance, Economics, Business Administration, Environmental Economics, Environmental Management, Environmental Sciences, Development Studies, Climate Change, a relevant Master's Degree, certification or training highly preferred.

Required Experience

At least 5 years of relevant working experience in project design, planning, monitoring and evaluation, resource management and mobilization, or marketing.

Required Competencies

- Relevant work experience in the field of development, climate change and/or finance.
- Progressive experience in a professional capacity relevant to the post, including relevant exposure to good practices of resource mobilisation for climate and environment projects.
- Understanding and knowledge of global, climate change landscape.
- Demonstrated capacity to establish and maintain good relationships with key partners.
- Highly collaborative, team player and experienced in multi-cultural environment.
- Strategic thinking and problem-solving ability.
- Excellent written and oral communication skills in English are essential for this position.
- Knowledge of French is an advantage.