

<b>Institution</b>	<b>Rwanda Green Fund (FONERWA).</b>
<b>Job Title:</b>	<b>Environment and Climate Change Technical Analyst</b>
<b>Administrative Unit:</b>	Office of the Chief Executive Officer
<b>Job Level and Grade:</b>	2.III
<b>IV:</b>	500
<b>Index:</b>	1890
<b>Report to:</b>	Chief Executive Officer
<b>Responsible for :</b>	<b>Administrative Liaison Officer</b>
<b>Functions</b>	<b>Tasks</b>
Provide strategic and technical advice to the Chief Executive Officer	<ul style="list-style-type: none"> <li>▪ Examine all technical information (documents, files, reports, etc.) in line with core missions/business of the Fund.</li> <li>▪ Analyze Memorandum of Understanding and Fund Agreements submitted to the Fund and provide strategic advise on all matters relating to the policies, projects and programs.</li> <li>▪ Analyze the Fund annual performance and provide technical advice for improvement.</li> <li>▪ Set up the tools and mechanisms for monitoring and evaluating the coherence between the Fund policies and legal framework with national policies and strategies regarding Environment and Climate change.</li> <li>▪ Liaise with stakeholders and other institutions involved in Environment and Climate change.</li> <li>▪ Review and quality control of briefings and reports going to CEO.</li> <li>▪ Initiate, design and implement new systems and processes in the CEO's office</li> <li>▪ Support the CEO in making strategic decisions, providing insights and analysis on important issues for the organization.</li> <li>▪ Liaise with the Fund stakeholders, upon request by the CEO, to ensure coherence, consistency and harmony.</li> <li>▪ Prepare written reports, meeting papers, position papers, and executive summaries as requested by the CEO.</li> </ul>
Ensure the smooth running of the Chief Executive Officer's office	<ul style="list-style-type: none"> <li>▪ Communicate CEO's decisions to management.</li> <li>▪ Make recommendations to the CEO in addressing day to day gaps identified.</li> <li>▪ Work closely with CEO on support issues that require specific follow-up.</li> <li>▪ Represent CEO in meetings and respond to correspondence as may be assigned/on behalf of the CEO.</li> <li>▪ Coordination of Board meetings and review of documents for the Board</li> <li>▪ Follow up the implementation of the Fund Management and Board of Directors' decisions.</li> <li>▪ Follow up and ensure timely and confidential dissemination of documents destined for discussion during the Fund meetings.</li> <li>▪ Ensure that approved Fund meeting decisions are disseminated timely to the Departments or staff for implementation.</li> <li>▪ Coordinate information flows, planning, work allocation and reporting in CEO's Office across different partners, departments, divisions and other offices.</li> <li>▪ Monitor progress and ensure timely delivery on projects and tasks of the CEO's office across different partnerships, departments, divisions</li> </ul>

	<p>and other offices.</p> <ul style="list-style-type: none"> <li>▪ Handle sensitive files with confidentiality.</li> <li>▪ Through the Administrative Liaison Officer ensure that the CEO’s office coordinates well with the office of the CSO and CFO and that required support is provided.</li> </ul>
<b>Job Specifications/Profile</b>	
<b>Relevant Qualifications</b>	
<p>A Master’s Degree in Environmental Economics, Agricultural Economics, Environmental Sciences, Forestry, Forest Economics, Natural Resources Sciences or Projects Management.</p>	
<b>Required Experience</b>	
<p>At least 5 years of relevant working experience in Environmental sector or with complex projects conceptualization in reputable institutions and dealing with various stakeholders.</p>	
<b>Required Competencies</b>	
<ul style="list-style-type: none"> <li>• Understanding of the Rwandan and regional Investment climate.</li> <li>• Strong executive-level verbal communication skills -- the ability to quickly identify what matters and communicate that clearly and concisely to Senior Management</li> <li>• Flexible with ability to work well with both internal and external clients.</li> <li>• Good presentation skills, and ability to communicate well with various audiences, including staff, management and external clients.</li> <li>• Analytical, problem - solving, leadership and critical thinking skills.</li> <li>• Self-starter with leadership skills in order to take charge in facilitating the office needs.</li> <li>• Sound computer skills, including proficiency in Microsoft Office products.</li> <li>• Strong command of written and spoken English.</li> <li>• Proficiency in French and Kinyarwanda is an added advantage.</li> <li>• Analytical, problem– solving, leadership and critical thinking skills.</li> </ul>	