

Institution	Rwanda Green Fund (FONERWA).
Job Title:	Legal Analyst
Administrative Unit:	Office of the Chief Executive Officer
Job Level and Grade:	2.III
IV:	500
Index:	1890
Report to:	Chief Executive Officer
Responsible for:	N/A
Functions	Tasks
Provide legal advice on all THE FUND interventions	<ul style="list-style-type: none"> ▪ Collect and keep in records all laws, funds and projects documents, decisions related to jurisprudence in the area of complaints of interest to the institution. ▪ Collect, review and keep legal documents, instruments or other materials relating to the Fund programs and projects, and ensure its operationalization. ▪ Advise on the application of legal instruments concerning the Fund programs and projects. ▪ Provide practical legal opinions to ensure that the appropriate legal approach is taken on arising matters in accordance with existing laws. ▪ Provide legal advice on tender documents. ▪ Review ongoing cases and advice the Fund management accordingly. ▪ Review and advise the management team on legal compliance of internal policies and procedures. ▪ Ensure proper recording of all legal documents and precedents where the institution was involved. ▪ Provide periodic reports to the management.
Contract management	<ul style="list-style-type: none"> ▪ Participate in contracts negotiation. ▪ Draft contracts and get them signed by concerned parties. ▪ Communicate signed contract to all concerned parties. ▪ Preserve all documents relating to the contract (negotiation minutes....). ▪ Monitor contract execution to ensure contract closure, extension or renewal. ▪ Provide legal advice on contract disputes settlement.
Draft legal instruments	<ul style="list-style-type: none"> ▪ Draft legislative instruments (laws and regulations, memorandum of understanding ...). ▪ Ensure proper legal compliance on documents produced within the institution with legal implications. ▪ Work closely with parliamentary commissions to speed up the adoption of legal provisions in process initiated by the Fund.
Liaise with the Ministry of Justice and other Institutions in legal matters	<ul style="list-style-type: none"> ▪ Work closely with other Institutions including the Office of Attorney General by providing necessary information on legal issues involving the Fund. ▪ Represent the institution before the court in case he/she is entitled to do so. ▪ Attend regular coordination and validation meetings organized by the Ministry of Justice and other Institutions.
Conduct legal research	<ul style="list-style-type: none"> ▪ Carry out legal research and highlight potential problems that may engage the liability of the Fund. ▪ Propose new amendments and revision of existing legal instruments related to the mission and mandate of the Fund. ▪ Initiate new legal instruments drafting if necessary.
Job Specifications/Profile	
Relevant Qualifications	
A Master's degree in Law. A Post Graduate Diploma in Legal Practice or Legislative Drafting will be required.	
Required Experience	

At least 5 years relevant working experience in legal practice. Extensive knowledge of Rwandan legal environment. Working in international organizations or complex projects and dealing with various stakeholders is an added advantage.

Required Competencies

- Strong knowledge of Rwanda’s legal procedures, policies, laws, regulations, and judicial systems
- Ability to handle complex legal cases, navigate the judicial system and draft various contracts.
- Proven ability in analyzing and handling various legal issues.
- Strong negotiation skills with confidentiality and high professional and ethical standards.
- Excellent interpersonal skills, detail oriented, proper communication and presentation skills.
- Flexibility, team player, able to multi- task and get things done as expected.
- Strong command of written and spoken English.
- Proficiency in legal text written in French and Kinyarwanda is an added advantage.