

Institution	Rwanda Green Fund (FONERWA).
Job Title:	Projects Design Analyst
Administrative Unit:	Chief Strategy Office
Job Level and Grade:	2.III
IV:	500
Index:	1890
Report to:	Chief Strategy Officer
Responsible for:	Program Project & Analysis Specialist
Functions	Tasks
Planning, analysis, review, development, implementation, and monitoring of the project	<ul style="list-style-type: none"> ▪ Planning and designing the program and proactively monitoring its progress, resolving issues and initiating appropriate corrective action. ▪ Defining the program's governance arrangements. ▪ Managing the program's budget, monitoring expenditure as the program progresses. ▪ Ensuring there is allocation of common resources and skills within the program and projects. ▪ Champion coordination with national counterparts and deliver structured sensitization and awareness programs on access to climate finance. ▪ Proactively engage with and provide guidance to investment program design teams in investment pipeline development. ▪ Managing third party contributions to the program. ▪ Managing communications with all stakeholders. ▪ Managing both the dependencies and the interfaces between projects. ▪ Managing risks to the program's successful outcome. ▪ Initiating extra activities and other management interventions wherever gaps in the program are identified or issues arise. ▪ Reporting the progress of the program at regular intervals to the program manager. ▪ Designs, develops and establishes key reporting standards for the Fund. ▪ Provide management reports and performance indicators for management to review concerning certain projects. ▪ Works on overall project planning and formulates reports based on project scheduling and timetables for deliverables. ▪ Screening the projects and project analysis and making recommendations. ▪ Cost analysis of the projects. ▪ Develops mechanism by which to track project best practices in order to ensure these are leveraged into comparable future projects. ▪ Define key performance parameters and create regular variance reports to track progress

<p>Conduct Quality assurance for the applicants</p>	<ul style="list-style-type: none"> ▪ Provides critical data support to technical teams. ▪ Research and analysis functions may include budget tracking and financial forecasting, project evaluation and monitoring, maintaining compliance with the Funds and public regulations, and performing any data analysis relevant to project tasks. ▪ Ensuring effective quality assurance and the overall integrity of the program - focusing inwardly on the internal consistency of the program, and outwardly on its coherence with infrastructure planning, interfaces with other programs and corporate, technical and specialist standards. ▪ Creating, managing and disbursing reports related to the project. ▪ Maintaining project assets, communications and related database(s). ▪ Evaluating and monitoring the overall project. ▪ Reviewing and reporting the project’s budget and finances. ▪ Routinely performing complete or component analysis. ▪ Notifying the entire project team about abnormalities or variances.
<p>Provide analytical support to the project, collecting and researching data, performing analysis, providing recommendations and presenting results</p>	<ul style="list-style-type: none"> ▪ Coordinate the call for applications and their review. ▪ Handles a full range of project components in an independent and autonomous manner. ▪ Organizes project tasks, structures information collection activities, and sets time lines for completion of required tasks. ▪ Develops reports on analysis conducted, provides recommendations and makes formal presentations to communicate results to various management levels. ▪ Develops new approaches for finding additional information that is needed ▪ Demonstrates initiative in identifying alternative solutions to issues in the project which are reasonably complex and require an understanding of how the outcome will affect multiple areas/departments. ▪ Helps develop project plans to ensure timely deliverables and successful completion of project. ▪ Assists in assessing workforce needs resulting from project implementation. ▪ Assists in identifying and developing performance management and training tools. ▪ Providing technical assistance to ensure quality. ▪ Understand the templates well and support partners in understanding them through training. ▪ Competently liaise with technical consultants and sector experts in ensuring proposals are bankable. ▪ Provide technical support to proposal development including review of the Fund funded projects. ▪ Present and guide the Investment Committee in decision making on projects to be endorsed for board approval towards the Fund financing. ▪ Actively work with the climate finance mobilization team to identify, prioritize and ensure selection of programs/projects for external financing. ▪ Practice and actively support teamwork within and beyond the organization.
<p>Supervision</p>	<ul style="list-style-type: none"> ▪ Set KPIs for direct report(s). ▪ Practice and actively support teamwork within and beyond the organization.

	<ul style="list-style-type: none"> ▪ Demonstrate and spur the creative spirit to catalyse results-oriented innovation. ▪ Provide direction and required support. ▪ Manage performance and ensure documentation of the process.
<p>Job Specifications/Profile</p>	
<p>Relevant Qualifications</p>	
<p>A Master’s degree in either Project Management, Environmental Economics, Economics, Business Administration, Development Studies or related field.</p>	
<p>Required Experience</p>	
<p>At least 5 years of relevant experience in project management and analysis.</p> <p>A Professional Certification in PMP, Prince 2 will be an added advantage.</p>	
<p>Required Competencies</p>	
<ul style="list-style-type: none"> • Prior experience as a project analyst in a related field required. • Strong understanding in project management design and data analysis. • Proficient in Microsoft Office applications related to project management. • Familiar with requirements for projects funded by development partners and government. • Excellent verbal and written communication skills. • Strong analytical and problem-solving abilities. • Exceptional research and reporting skills. 	