Background and context

The Government of Rwanda (GoR) has prioritized green economy to guide national development through economic transformation that is environmentally sustainable and climate resilient. This is reflected in the Economic Development and Poverty Reduction Strategy II (EDPRS II) which considers green economy among priority areas and identifies environment and climate change as a cross cutting issue to be mainstreamed across socio-economic sectors. At the highest policy level, the Cabinet approved the Green Growth and Climate Resilience Strategy (GGCRS) in 2011 to guide and drive the performance of all sectors of the Rwandan economy towards climate resilient and low Carbon development pathway. The National Fund for environment (FONERWA) was identified as the sustainable financing facility to ensure successful implementation of the GGCRS. As a result, the GoR has established and is committed to operationalize FONERWA. The Fund is supervised by the Ministry of Environment (ME)

FONERWA’s mission is twofold:

1) To mobilize and manage resources for achieving environmental sustainability, climate resilience and green growth in order to promote Rwanda’s short, medium and long term sustainable development goals.

2) To fund projects and programmes by public and private sector organizations that produce results contributing to these objectives

The fund has been operational since 2012 and has to-date successfully processed applications and supported the implementation of high quality project proposals that have met the rigorous and competitive criteria for funding.

FONERWA wishes to recruit competent personnel to fill the vacant posts in FONERWA Organizational structure. Below find the job positions and required qualifications and experience. Detailed Job descriptions and attributions is accessible on FONERWA website: www.fonerwa.org (see careers)

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<th>S/N</th>
<th>Working post</th>
<th>Job functions</th>
<th>Specific requirements&amp; competencies</th>
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| 1   | Advisor to the Chief Executive Officer (1 position) | • Provide technical advice to the Chief Executive Officer  
• Ensure the smooth running of the Chief Executive Officer’s office | • Master’s Degree in Environmental Economies, Environmental management, Environmental Sciences, Projects Management and other related field.  
• At least 3 - 5 years of experience in Environmental sector or with complex projects conceptualization in reputable... |
|   | **Internal Audit Specialist**  
(1 position) | **Administrative Assistant** to CEO  
(1 position) |   |
|---|---|---|---|
| **2** | - Prepare annual audit plan  
- Carrying out financial review  
  (Monthly and quarterly)  
- Carrying out annual systems audits  
- Carrying out compliance audits  
- Providing advisory services  
- Following up audit recommendations  
- Preparing consolidate Quarterly Internal Audit Report (QIAR) | - Executive Officer Agenda.  
- Ensuring proper filing and orientation of documents in institutions and dealing with various stakeholders. | - Bachelor’s degree in Auditing, Finance, Accounting, Business Administration with an auditing professional qualification recognized by the Institute of Internal Auditors-Rwanda: Certified Internal Auditor (CIA) Certified Government Auditing Professional (CGAP), Certified Financial Services Auditor (CFSA), Certification in Risk Management Assurance (CRMA), Certification in Internal Control Self-Assessment (CCSA), or Qualification in internal Audit Leadership (QIAL).  
- Master’s degree in Auditing, Accounting, Business Administration.  
- At least 5 years of working experience as an auditor (internal or external auditor), financial controller, or organization risk management for bachelor’s degree holders with one auditing professional qualification recognized by the Institute of Internal Auditors-Rwanda.  
- Or 5 years working experience in aforementioned fields for Master’s degree in Auditing. Possession of Master’s degree in Auditing, with an auditing professional qualification recognized by the Institute of Internal Auditors-Rwanda is an added advantage.  
- Diploma in Secretarial Studies, Office Management or Bachelor’s degree in Public Administration, Administrative sciences, Management specialized in Administration. |
the office of the Chief Executive Officer.

- Receiving official mails and Calls of the Chief Executive Officer

- At least 3 years of working experience as secretary, administrative assistant or office manager

Application procedure

To apply, please submit the relevant documents such as; your updated Curriculum Vitae (CV), copies of academic certificates, proven working experience and one-page cover letter detailing why you are interested in the position you are applying for. Please note that all applicants must apply through via email: recruitment@fonerwa.org

The deadline for submission of application is 13th September 2019 at 3:00 pm local time.

For more information, you may visit FONERWA website on www.fonerwa.org and for more enquiries please contact us on info@fonerwa.org

Done at Kigali on 30th August 2019

Hubert RUIZIBIZA
Chief Executive Officer
National Fund for Environment