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)

<table>
<thead>
<tr>
<th>S/N</th>
<th>Working post</th>
<th>Job functions</th>
<th>Specific requirements &amp; competencies</th>
</tr>
</thead>
</table>
| 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 Economics, Agricultural Economics, Environmental Sciences, Forestry, Forest Economics, Natural Resources Sciences or Projects Management.  
• At least 5 years of experience in Environmental sector or with complex projects conceptualization in reputable |
<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibilities</th>
<th>Qualifications</th>
</tr>
</thead>
</table>
| Planning Specialist            | Facilitate the planning process and assure participation and maximization of inputs from all unit.  
                                | - Budget preparation  
                                | - Contribution to the Effectiveness of the program funded by FONERWA  
                                | - Reporting FONERWA’s action plans and implementation                                           | Master’s degree in Environment Policy and Planning, Monitoring and Evaluation, Economic Planning and Policy, Statistics, Project Management  
                                | At least 5 years of working experience in programs/projects planning, monitoring and evaluation, impact evaluation or research analysis. Working in international organizations or complex projects and dealing with various stakeholders is an added advantage |
| Procurement Specialist         | Assess and prepare the annual procurement Plans.  
                                | - Execute the procurement plans and ensure proper contract management  
                                | - Provide technical support to funded projects in preparation of their procurement plans and provide the required guidance or capacity for effective implementation  
                                | - Report and file procurement documents                                                          | Master’s Degree in Procurement, Management, Business administration, Finance, Economics, Law, Accounting  
                                | Having Charted Institute of Procurement and Supply Certificate (CIPS) is a must for candidates with Bachelor’s degree in above mentioned fields.  
                                | At least 5 years of working experience in procurement for this position.  
                                | Having a proven working experience with international organizations on complex projects and dealing with various stakeholders is an added advantage |
| Legal Affairs Specialist       | Provide legal advice on all FONERWA interventions  
                                | - Contract management  
                                | - Draft legal instruments  
                                | - Liaise with the Ministry of Justice and other Institutions in legal matters  
                                | - Conduct legal research                                                                        | Bachelor’s degree in Law. Having Master’s Degree in law shall be an added advantage  
                                | At least 10 years working experience in legal practice for Bachelor’s degree holders,  
                                | 5 years working experience in legal practice for Master’s degree holders,  
                                | Extensive knowledge of Rwandan legal environment. Working in international organizations or complex projects and dealing with various stakeholders is an added advantage |
| Public Relations and           | Design and implement the annual communication plan to keep the public informed on the institution’s activities  
                                | - Organize all surveys on public opinion about services offered by the institution on request of supervisors  
                                | - Organize and/or participate in seminars and press conferences involving the institution and ensure their dissemination in the media | Bachelor’s Degree in Journalism, Communication, Public Relations or Marketing having master’s degree in above fields is added advantage  
                                | At least 10 years of working experience as Journalist, Communication officer, Public Relations. Marketing officer in a reputable public or private institution for Bachelor’s degree holders,  
                                | Or 5 years working experience for Master’s degree holders in aforementioned domain |
| Communication specialist       | (1 position)                                                                                                                                                | (1 position)                                                                                       |
| 6 | Human Resource Specialist  
(1 position) | - Advice on Strategic Human Resource Management  
- Advice on Recruitment and Selection  
- Advice the Management Team on Skills Development  
- Advice Management Team on Employee Relations  
- Advice on Performance Management Systems and procedures | - Bachelor's degree in Human Resource, Public Administration, having Master's degree in above fields is an added advantage  
- 10 years working experience in human resource management and development field for Bachelor's degree holders,  
- or 5 years working experience in human resource management and development field for Master's degree holders.  
- Having a proven working experience with international organizations and Government institutions with a comprehensive knowledge of the Rwandan Public and Private Sectors human resource policies, regulations and procedures is a must. |
| 7 | Fund Management Specialist  
(1 position) | - Organizes, improves and implements FONERWA's approach in the provision of funds management services  
- Ensures effective funds cycle management  
- Provide technical support to implementing partners in preparing the project proposal, budget preparation and project budget execution | - Master's Degree in Business administration, Finance, accounting and/or economics.  
- 5 years of relevant experience in providing funds management advisory services and/or managing staff and operational systems.  
- Having a proven working experience with international organizations and Government institutions with a comprehensive knowledge of the Rwandan Public Financial managements systems, policies, regulations and procedures is a must. |
| 8 | Accountant  
(1 position) | - Planning and implementing accounting operations  
- Ensuring compliance with laws and regulation related to taxes | - Bachelor's degree in Finance, Accounting, Business administration or Management with specialization in finance or accounting.  
- Having a professional qualification e.g. ACCA, CPA, etc. is an added advantage.  
- 5 years of working experience in finance, accounting or auditing in a reputable organization. |
| 9 | ICT Officer  
(1 position) | - Ensuring ICT equipment is in good conditions  
- Ensuring the reliability and scalability of the network  
- Managing Website and database  
- Proving ICT Trainings and support services to staffs. | - Bachelor's degree in Computer Science, Computer Engineering, Information Management System, Information and Communication Technology, Information Technology, Information systems, Computer application Technology, Computer |
<table>
<thead>
<tr>
<th>Position</th>
<th>Requirements</th>
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</table>
| 10 PROJECT ANALYSIS SPECIALIST (1 position)  | • Ensuring Data management and security  
• Ensure proper functioning of FONERWA software  
• Performance and monitoring of computer systems  
• Plan, analysis, review, development, implementations, and monitoring of the project  
• Conduct a Quality assurance for the applicants  
• Provides analytical support to the project and collecting and researching data, performing analysis, providing recommendations and presenting results  
• Master’s degree in project management, Environmental Economics, Economics  
• At least 5 years of experience in project management activities. Experience with international organizations or dealing with complex projects and various stakeholders is an added advantage |
| 11 CLIMATE FINANCE SPECIALIST (2 positions)  | • Support FONERWA in preparing effective project funding proposals and mobilizing finance from different financial  
• Design and employ financial mechanisms such as revolving funds, bonds or other instruments and improving readiness  
• Raise awareness and enhance the capacity of potential funders and financiers on FONERWA resilience, its importance, and opportunities  
• Master’s Degree in Environmental Economics, Business Administration, Finance, or Economics.  
• At least 10 years of working experience in above fields for Bachelor’s degree holders,  
• or 5 years working experience in above fields for Master’s degree holders. |
| 12 ENVIRONMENTAL AND SOCIAL SAFEGUARD SPECIALIST (1 position) | • Provide Analytical and Technical support on key issues related to environmental and social impact assessment and on sustainability risks in the design, preparation, implementation and supervision of IIC’s operations taking into consideration best industry practices and standards;  
• Operations, Management and Implementation  
• Capacity building  
• Masters or equivalent in Environmental Economics, Environmental Management, Environmental Sciences or related fields.  
• At least 5 years of relevant experience in working with private or public sectors across industry sectors (including infrastructure, agribusiness, and/or manufacturing) to identify environmental impact assessment or social risks issues and develop mitigating measures to ensure compliance with good international industry practices. |
| 13 SECRETARY IN CENTRAL SECRETARIAT (1 position) | • Receive, record and distribute all incoming and outgoing mails  
• Establish and maintain the general filing system and file all correspondences  
• A2 in Secretarial, Office Management, Management, Law and Administration or Public Relations.  
• At least 2 years of related working experience. |
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 applications must be in hard copy form and submitted to the FONERWA reception office located at KG7 Avenue, Inyota House (REMA Building) Kacyiru, Gasabo District, P.O. Box 7436 Kigali-Rwanda.

The deadline for submission of application is **30th November 2018 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 **15th November 2018**

[Signature]

Hubert RUZIBIZA  
Chief Executive Officer  
National Fund for Environment
## JOB DESCRIPTIONS AND SPECIFICATIONS/PROFILES FOR PUBLISHED VACANT JOB POSTS

### 1. ADVISOR TO THE CHIEF EXECUTIVE

<table>
<thead>
<tr>
<th>Institution</th>
<th>National Fund for Environment (FONERWA).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Advisor to the Chief Executive</td>
</tr>
<tr>
<td><strong>Administrative Unit:</strong></td>
<td>Office of the Chief Executive Officer</td>
</tr>
<tr>
<td><strong>Job Level and Grade:</strong></td>
<td>3.II</td>
</tr>
<tr>
<td><strong>Report to:</strong></td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td><strong>Responsible for:</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Functions</th>
<th>Tasks</th>
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</thead>
</table>
| 1. Provide technical advice to the Chief Executive Officer | - Examine all technical information (documents, files, reports, etc.) in line with core missions/business of FONERWA;  
- Analyze the Memorandum of Understanding and Fund Agreements submitted to FONERWA and provide strategic advisor on all matters relating to the policies, projects and programs;  
- Analyze the annual FONERWA performance and provide technical advice for improvement;  
- Set up the tools and mechanisms for monitoring and evaluating the coherence between FONERWA policies and legal framework with national policies and strategies regarding Environment and Climate change.  
- Liaise with stakeholders and other institutions involved in Environment and Climate change. |
| 2. Ensure the smooth running of the Chief Executive Officer’s office | - Coordinate the Chief Executive Officer appointment schedule;  
- Follow up the implementation of FONERWA Management and Board of Directors’ decisions;  
- Follow up and ensure timely and confidential dissemination of documents destined for discussion during FONERWA meetings |
<table>
<thead>
<tr>
<th>Job Specifications/Profile</th>
</tr>
</thead>
</table>

**Relevant Qualifications**

- Master's Degree in Environmental Economics, Agricultural Economics, Environmental Sciences, Forestry, Forest Economics, Natural Resources Sciences or Projects Management.

**Required Experience**

- At least 5 years of experience in Environmental sector or with complex projects conceptualization in reputable institutions and dealing with various stakeholders.

**Required Competencies**

**Leadership**
- Generates individual commitment, excitement and excellence.
- Creates opportunities for team to learn and take on new responsibilities.
- Actively shares experience and knowledge.

**Innovation**
- Adept with complex concepts.
- Creates new and relevant ideas and leads others to implement them.
- Provides authoritative advice to decision makers.
- Challenges convention purposefully.
- Critically assess established methods.

**Communication**
- Guides substantive specialists.
- Persuades others to embrace new ideas, even when controversial.
- Empathizes with client perspectives and needs.
- Prepares and presents authoritative advice.
- Represents team in formal settings.
- Expands expertise of team through sharing expertise.
- Shows others how their objectives align with own, getting past individual bias.
- Actively contributes to the broader organization or team, compromising on own preference where necessary.

**Service Delivery**
- Critically assesses value and relevance of existing thinking and policy.
- Embraces difficult obstacles that interfere with getting work done.
- Anticipates constraints and identifies solutions.
- Strives to improve team reputation with clients.
- Expands capacity of team to deliver on time and on target.
- Accountable for project implementation and/or team deliverables.
- Makes suggestions for improvement and takes ad hoc actions.
- Combines hard data and personal insights to identify benefits and make decisions that create value above and beyond the expected.

**Analytical Skills**

- Ensure that approved FONERWA meeting decisions are disseminated timely to the Departments or staff for implementation;
- Assist the Chief Executive Officer in his/her administrative and work matters.
- Draws sound conclusions based upon a mixture of analysis and experience.
- Anticipates future consequences and trends.
- Develops conceptual frameworks that guide analysis.
- Adapts methodology and ideas quickly for immediate or anticipated changes in the environment.
- Uses a variety of methods and sources to gather relevant data and information.
- Analyzes and integrates qualitative and quantitative data to find new insights.
- Translates research outcomes into concise, meaningful reports.
- Analyzes problems by evaluating available information and resources.
- Develops effective, viable solutions to problems which can help drive the effectiveness of the organization or department.

Planning and Time Management
- Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure.
- Prioritizes work in line with key team or project deliverables.
- Makes contingency plans to account for changing work priorities, deadlines and milestones.
- Identifies and consults with stakeholders in planning work.
- Pays close attention to detail, ensuring team’s work is delivered to a high standard.
- Accurately scopes out length and difficulty of tasks and projects.
- Uses his/her time effectively.
- Spends his/her time and time of others on what’s important.
- Successfully prioritizes tasks and manages personal workload.

2. PLANNING SPECIALIST

<table>
<thead>
<tr>
<th>Institution</th>
<th>National Fund for Environment (FONERWA).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Planning Specialist</td>
</tr>
<tr>
<td>Administrative Unit:</td>
<td>Office of the Chief Executive Officer</td>
</tr>
<tr>
<td>Job Level and Grade:</td>
<td>3.II</td>
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<tr>
<td>Report to:</td>
<td>Chief Executive Officer</td>
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Responsible for:

<table>
<thead>
<tr>
<th>Functions</th>
<th>Tasks</th>
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</table>
| 1. Facilitate the planning process and assure participation and maximization of inputs from all units. | - Assist FONERWA in developing key priorities, year and multi-year planning process (strategic plan, Business plan, action plan) to ensure a good quality planning and monitoring for the FONERWA programs and project;  
  - Consolidate key priorities and action plans from different Departments/Units in appropriate formats;  
  - Support the implementation and review of FONERWA strategic and action plans; |
<table>
<thead>
<tr>
<th>2. Budget preparation</th>
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</tr>
</thead>
<tbody>
<tr>
<td>▪ Ensure quality of data/statistics in project planning process;</td>
<td>▪ Consolidate budget from FONERWA Departments/Units and ensure the linkage between the plans and the available budgets;</td>
</tr>
<tr>
<td>▪ Assist in reviewing FONERWA strategic and action plans;</td>
<td>▪ Collect, consolidate and analyze inputs from departments/Units and develop the MTEFs of FONERWA;</td>
</tr>
<tr>
<td>▪ Participate in programs and projects identification and design;</td>
<td>▪ Review the Action Plan according to the provided budget ceiling;</td>
</tr>
<tr>
<td>▪ Promote result based planning, monitoring and evaluation.</td>
<td>▪ Liaise closely with the Finance Unit, for validation of financial reports.</td>
</tr>
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<thead>
<tr>
<th>3. Contribution to the Effectiveness of the program funded by FONERWA</th>
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</tr>
</thead>
<tbody>
<tr>
<td>▪ Work collaboratively with different programs and projects for strengthening integration and cross-learning in programs and projects;</td>
<td>▪ Proactively volunteer for various team activities.</td>
</tr>
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<table>
<thead>
<tr>
<th>4. Reporting FONERWA’s action plans and implementation.</th>
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</tr>
</thead>
<tbody>
<tr>
<td>▪ Ensure that reporting tools are available and updated and shared with different departments;</td>
<td>▪ Develop guidelines and procedures to report on the implementation of action plans, impact of budget execution and procurement plan;</td>
</tr>
<tr>
<td>▪ Develop guidelines and procedures to report on the implementation of action plans, impact of budget execution and procurement plan;</td>
<td>▪ Work with all Departments/Units and Programs/Projects to ensure reporting deadlines prior to final submission are met and consolidate the FONERWA monthly, quarterly and annually report.</td>
</tr>
</tbody>
</table>

### Job Specifications/Profile

#### Relevant Qualifications

#### Required Experience
At least 5 years of working experience in programs/projects planning, monitoring and evaluation, impact evaluation or research analysis. Working in international organizations or complex projects and dealing with various stakeholders is an added advantage.

#### Required Competencies
**Leadership**
- Generates individual commitment, excitement and excellence.
- Creates opportunities for team to learn and take on new responsibilities.
- Actively shares experience and knowledge.

**Innovation**
- Adept with complex concepts.
- Creates new and relevant ideas and leads others to implement them.
- Provides authoritative advice to decision makers.
- Challenges convention purposefully.
- Critically assess established methods.

**Communication**
- Guides substantive specialists.
- Persuades others to embrace new ideas, even when controversial.
- Empathizes with client perspectives and needs.
- Prepares and presents authoritative advice.
- Represents team in formal settings.
- Expands expertise of team through sharing expertise.
- Shows others how their objectives align with own, getting past individual bias.
- Actively contributes to the broader organization or team, compromising on own preference where necessary.

**Service Delivery**
- Critically assesses value and relevance of existing thinking and policy.
- Embraces difficult obstacles that interfere with getting work done.
- Anticipates constraints and identifies solutions.
- Strives to improve team reputation with clients.
- Expands capacity of team to deliver on time and on target.
- Accountable for project implementation and/or team deliverables.
- Makes suggestions for improvement and takes ad hoc actions.
- Combines hard data and personal insights to identify benefits and make decisions that create value above and beyond the expected.

**Analytical Skills**
- Draws sound conclusions based upon a mixture of analysis and experience.
- Anticipates future consequences and trends.
- Develops conceptual frameworks that guide analysis.
- Adapts methodology and ideas quickly for immediate or anticipated changes in the environment.
- Uses a variety of methods and sources to gather relevant data and information.
- Analyses and integrates qualitative and quantitative data to find new insights.
- Translates research outcomes into concise, meaningful reports.
- Analyzes problems by evaluating available information and resources.
- Develops effective, viable solutions to problems which can help drive the effectiveness of the organization or department.

1. **Project Management**
- Translates political vision into action plans and deliverables.
- Prioritizes work in line with key team or project deliverables.
- Coordinates own and others' schedules to avoid conflicts.
- Effectively allocates own time to complete work.
- Sets performance objectives and define roles and responsibilities.
- Develops timelines and milestones.
- Prepares detailed project plans including timelines and objectives.
- Good at figuring out the processes to get things done and simplifying complex processes.
- Pays close attention to detail, ensuring team's work is delivered to a high standard.
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met.
- Ensures evaluation processes are in place to measure project benefits.
- Gains buy-in and commitment to project delivery from diverse stakeholders.

**Planning and Time Management**
- Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure.
- Prioritizes work in line with key team or project deliverables.
- Makes contingency plans to account for changing work priorities, deadlines and milestones.
- Identifies and consults with stakeholders in planning work.
- Pays close attention to detail, ensuring team's work is delivered to a high standard.
- Accurately scopes out length and difficulty of tasks and projects.
- Uses his/her time effectively.
- Spends his/her time and time of others on what's important.
- Successfully prioritizes tasks and manages personal workload.

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**3. PROCUREMENT SPECIALIST**

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<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Procurement specialist</td>
</tr>
<tr>
<td><strong>Administrative Unit:</strong></td>
<td>Office of the Chief Executive Officer</td>
</tr>
<tr>
<td><strong>Job Level and Grade:</strong></td>
<td>3.II</td>
</tr>
<tr>
<td><strong>Report to:</strong></td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td><strong>Responsible for:</strong></td>
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</table>

**Functions**

<table>
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<th><strong>Tasks</strong></th>
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<tbody>
<tr>
<td>Collect information on tenders to be issued in financial year;</td>
</tr>
<tr>
<td>Prepare the quarterly and annual procurement plans in line with what have outlined in the budget;</td>
</tr>
<tr>
<td>Submit the procurement plans to FONERWA management for approval;</td>
</tr>
<tr>
<td>Submit the procurement plan to RPPA and publish on FONERWA website and media;</td>
</tr>
<tr>
<td>Prepare all procurement activities including advertising, pre-qualification.</td>
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</table>
3. Execute the procurement plans and ensure proper contract management
   - Follow up on the timely preparation of technical specifications/ToRs, advertising; review, of applications, reporting, contracting and management;
   - Prepare tender documents and notices;
   - Deliver tender documents and receive bids from bidders;
   - Evaluate in collaboration with the tender committee the bids before approved by the FONERWA Chief Executive Officer;
   - Prepare notification letter for bidders and recommend contract awards;
   - Organize and participate in contract negotiation;
   - Provide information/support documents for contract drafting to the Legal affairs officer;
   - Follow-up of contract execution and completion in collaboration with the user departments;
   - Evaluate the contract implementation after the completion of the assignment.

4. Provide technical support to funded projects in preparation of their procurement plans and provide the required guidance or capacity for effective implementation
   - Participate in funding proposal preparation;
   - Assess the funded projects procurements plan and provide non objection;
   - Assessing the projects tender documents and check if they are is in line with the laws and gives go ahead.

5. Report and file procurement documents
   - Produce and submit timely monthly report to RPPA on procurement plan progress;
   - Produce procurement report as required by competent authorities;
   - Facilitate Procurement Audit;
   - Ensure a proper and safe filing system for procurement information;
   - Submit periodical reports to the FONERWA Chief Executive Officer.

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<tr>
<td>Relevant Qualifications</td>
</tr>
<tr>
<td>Master's Degree in Procurement, Management, Business administration, Finance, Economics, Law, Accounting. Having a Charted Institute of Procurement and Supply Certificate-CIPS qualification is an added value</td>
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<tr>
<th>Required Experience</th>
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<tbody>
<tr>
<td>At least 5 years of working experience in procurement field. Having a proven working experience with international organizations on complex projects and dealing with various stakeholders is an added advantage.</td>
</tr>
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</table>
## Required Competencies

### Leadership
- Generates individual commitment, excitement and excellence.
- Creates opportunities for team to learn and take on new responsibilities.
- Actively shares experience and knowledge.

### Innovation
- Adept with complex concepts.
- Creates new and relevant ideas and leads others to implement them.
- Provides authoritative advice to decision makers.
- Challenges convention purposefully.
- Critically assess established methods.

### Communication
- Guides substantive specialists.
- Persuades others to embrace new ideas, even when controversial.
- Empathizes with client perspectives and needs.
- Prepares and presents authoritative advice.
- Represents team in formal settings.
- Expands expertise of team through sharing expertise.
- Shows others how their objectives align with own, getting past individual bias.
- Actively contributes to the broader organization or team, compromising on own preference where necessary.

### Resource Management
- Ensure transparency both in terms of decisions made around financial control and money spent.
- Ensure good financial and budgetary discipline by ensuring accountability for financial controls and systems.
- Ensure efficiency and risks are fully considered in policy and implementation decision-making, formation and delivery.
- Seek out and facilitate the introduction of innovative business models, systems and approaches to deliver greater financial control sustainability.
- Draw on insights about the current and future dynamics in the financial control to seize opportunities to stimulate good practices in financial control sustainability.
- Fluent at interpreting a wide range of financial and performance information and use this to determine policy and strategy delivery.
- Monitor the use of resources in line with organizational procedures and plans and hold team to account.
- Follow appropriate financial procedures to monitor contracts to ensure deliverables are achieved.
- Ensure efficiency and be careful with all types of resource (e.g. money, time, materials, fuel, and energy) usage.

### Service Delivery
- Critically assesses value and relevance of existing thinking and policy.
- Embraces difficult obstacles that interfere with getting work done.
- Anticipates constraints and identifies solutions.
- Strives to improve team reputation with clients.
- Expands capacity of team to deliver on time and on target.
- Accountable for project implementation and/or team deliverables.
- Makes suggestions for improvement and takes ad hoc actions.
- Combines hard data and personal insights to identify benefits and make decisions that create value above and beyond the expected.

**Analytical Skills**
- Draws sound conclusions based upon a mixture of analysis and experience.
- Anticipates future consequences and trends.
- Develops conceptual frameworks that guide analysis.
- Adapts methodology and ideas quickly for immediate or anticipated changes in the environment.
- Uses a variety of methods and sources to gather relevant data and information.
- Analyses and integrates qualitative and quantitative data to find new insights.
- Translates research outcomes into concise, meaningful reports.
- Analyzes problems by evaluating available information and resources.
- Develops effective, viable solutions to problems which can help drive the effectiveness of the organization or department.

### 4. LEGAL AFFAIRS SPECIALIST

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<tbody>
<tr>
<td>Job Title:</td>
<td>Legal Affairs Specialist</td>
</tr>
<tr>
<td>Administrative Unit:</td>
<td>Office of the Chief Executive Officer</td>
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</table>

<table>
<thead>
<tr>
<th>Functions</th>
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</thead>
</table>
| 1. Provide legal advice on all FONERWA interventions | • 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 FONERWA programs and projects, and ensure its operationalization;  
• Advise on the application of legal instruments concerning FONERWA 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 FONERWA management accordingly;  |


| 2. Contract management                      | • 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 renew;  
|                                            | • Provide legal advice on contract disputes settlement.  
| 3. Draft legal instruments                  | • 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 FONERWA;  
| 4. Liaise with the Ministry of Justice and other Institutions in legal matters | • Work closely with other Institutions including the Office of Attorney General by providing necessary information on legal issues involving FONERWA;  
|                                            | • 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.  
| 5. Conduct legal research                   | • Carry out legal research and highlight potential problems that may engage the liability of FONERWA;  
|                                            | • Propose new amendments and revision of existing legal instruments related to the mission and mandate of FONERWA;  
|                                            | • Initiate new legal instruments drafting if necessary.  

**Job Specifications/Profile**

**Relevant Qualifications**
Bachelor's degree in Law
Master degree in Law.

**Required Experience**
At least 10 years working experience in legal practice for Bachelor’s degree holders, or 5 years working experience in legal practice for Master’s degree holders. Extensive knowledge of Rwandan legal environment. Working in international organizations or complex projects and dealing with various stakeholders is an added advantage.

**Required Competencies**

**Leadership**
- Generates individual commitment, excitement and excellence.
- Creates opportunities for team to learn and take on new responsibilities.
- Actively shares experience and knowledge.

**Innovation**
- Adept with complex concepts.
- Creates new and relevant ideas and leads others to implement them.
- Provides authoritative advice to decision makers.
- Challenges convention purposefully.
- Critically assess established methods.

**Communication**
- Guides substantive specialists.
- Persuades others to embrace new ideas, even when controversial.
- Empathizes with client perspectives and needs.
- Prepares and presents authoritative advice.
- Represents team in formal settings.
- Expands expertise of team through sharing expertise.
- Shows others how their objectives align with own. Getting past individual bias.
- Actively contributes to the broader organization or team, compromising on own preference where necessary.

**Service Delivery**
- Critically assesses value and relevance of existing thinking and policy.
- Embraces difficult obstacles that interfere with getting work done.
- Anticipates constraints and identifies solutions.
- Strives to improve team reputation with clients.
- Expands capacity of team to deliver on time and on target.
- Accountable for project implementation and/or team deliverables.
- Makes suggestions for improvement and takes ad hoc actions.
- Combines hard data and personal insights to identify benefits and make decisions that create value above and beyond the expected.

**Analytical Skills**
- Draws sound conclusions based upon a mixture of analysis and experience.
- Anticipates future consequences and trends.
- Develops conceptual frameworks that guide analysis.
- Adapts methodology and ideas quickly for immediate or anticipated changes in the environment.
- Uses a variety of methods and sources to gather relevant data and information.
- Analyses and integrates qualitative and quantitative data to find new insights.
- Translates research outcomes into concise, meaningful reports.
- Analyzes problems by evaluating available information and resources.
- Develops effective, viable solutions to problems which can help drive the effectiveness of the organization or department.

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### 5. PUBLIC RELATIONS AND COMMUNICATION SPECIALIST

<table>
<thead>
<tr>
<th>Institution</th>
<th>National Fund for Environment (FONERWA).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Public Relations and Communication Specialist</td>
</tr>
<tr>
<td><strong>Administrative Unit:</strong></td>
<td>Office of the Chief Executive Officer</td>
</tr>
<tr>
<td><strong>Job Level and Grade:</strong></td>
<td>3.II</td>
</tr>
<tr>
<td><strong>Report to:</strong></td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td><strong>Responsible for:</strong></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Functions</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| 1. Design and implement the annual communication plan to keep the public informed on the institution's activities. | - Elaborates the annual communication plan and its corresponding budget;  
- Maintains relationships with various public and private media;  
- Collects complaints of internal services on needs of public in terms of institution's information.  
- Elaborates corresponding communications/messages based on targeted group and disseminate them via most appropriate media. |
| 2. Organize all surveys on public opinion about services offered by the institution on request of supervisors. | - Develops methods, tools to be used and launch the surveys;  
- Collects compiles and analyzes the results of investigations and complaints received in the suggestions' box and identify key ideas;  
- Collects and processes information from users on their expectations, satisfactions, and type of disputes with the institution;  
- Provides advice and recommendations to improve the image and quality of the services delivered by the institution. |
| 3. Organize and/or participate in seminars and press conferences | - Writes speeches, messages and press releases from the institution;  
- Organizes interviews regarding the institution; |
| involving the institution and ensure their dissemination in the media. | - Covers hearings and press conference of the institution; and organize radio and television programs to disseminate the results of these events;
- Writes articles to be published in newspapers on the achievements of the institution. |
|---|---|
| 4. Inform the management team on the quality of the institution image according to the public and partners point of view. | - Makes regular critical analysis of publications in the media (national and international) about the institution and produce summarized technical notes to managers;
- Writes and submits to managers monthly activity reports. |
| 5. Ensure internal communication of institution decisions. | - Takes minutes of management meetings and communicate them to the staff;
- Supervises the translation of key documents to be communicated to all staff. |

### Job Specifications/Profile

#### Relevant Qualifications
- Bachelor's Degree in Journalism, Communication, Public Relations or Marketing.
- Master's Degree in Journalism, Communication, Public Relations or Marketing.

#### Required Experience
- At least 10 years of working experience as Journalist, Communication officer, Public Relations.
- Marketing officer in a reputable public or private institution for Bachelor's degree holders. Or 5 years working experience for Master's degree holders in aforementioned domains.

#### Required Competencies

**Leadership**
- Generates individual commitment, excitement and excellence.
- Creates opportunities for team to learn and take on new responsibilities.
- Actively shares experience and knowledge.

**Innovation**
- Adept with complex concepts.
- Creates new and relevant ideas and leads others to implement them.
- Provides authoritative advice to decision makers.
- Challenges convention purposefully.
- Critically assess established methods.

**Communication**
- Builds trust and creates lasting partnerships.
- Persuades others to embrace new ideas, even when controversial.
- Empathizes with client perspectives and needs.
- Prepares and presents authoritative advice.
- Builds professional networks with institutional partners.
- Distills strategy into concise practical messages.
- Influences decision makers.
- Actively engages colleagues to make joint decisions.
- Expands expertise of team through sharing expertise.
- Shows others how their objectives align with own, getting past individual bias.
- Actively contributes to the broader organization or team, compromising on own preference where necessary.

**Service Delivery**
- Critically assesses value and relevance of existing thinking and policy.
- Embraces difficult obstacles that interfere with getting work done.
- Anticipates constraints and identifies solutions.
- Strives to improve team reputation with clients.
- Expands capacity of team to deliver on time and on target.
- Accountable for project implementation and/or team deliverables.
- Makes suggestions for improvement and takes ad hoc actions.
- Combines hard data and personal insights to identify benefits and make decisions that create value above and beyond the expected.

**Analytical Skills**
- Draws sound conclusions based upon a mixture of analysis and experience.
- Anticipates future consequences and trends.
- Develops conceptual frameworks that guide analysis.
- Adapts methodology and ideas quickly for immediate or anticipated changes in the environment.
- Uses a variety of methods and sources to gather relevant data and information.
- Analyses and integrates qualitative and quantitative data to find new insights.
- Translates research outcomes into concise, meaningful reports.
- Analyzes problems by evaluating available information and resources.
- Develops effective, viable solutions to problems which can help drive the effectiveness of the organization or department.

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6. **HUMAN RESOURCE MANAGEMENT SPECIALIST**

<table>
<thead>
<tr>
<th>Institution</th>
<th>National Fund for Environment (FONERWA).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Human Resource Management Specialist</td>
</tr>
<tr>
<td><strong>Administrative Unit:</strong></td>
<td>Office of the Chief Finance Officer</td>
</tr>
<tr>
<td><strong>Job Level and Grade:</strong></td>
<td>3.II</td>
</tr>
<tr>
<td><strong>Report to:</strong></td>
<td>Chief Finance Officer</td>
</tr>
</tbody>
</table>

**Functions**

<table>
<thead>
<tr>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Advice on Strategic Human Resource Management.</td>
</tr>
<tr>
<td>• Prepare and implement the annual Human Resource Plan to support the overall strategic aims and objectives of FONERWA;</td>
</tr>
</tbody>
</table>
| 2. Advice on Recruitment and Selection. | - Identify, design and implement strategic Human Resource projects, as and when required.  
- Advice on recruitment process and ensure candidates fit the job requirements;  
- Advice on the process of advertisement of vacancies and assess applications and interview of applicants;  
- Advice on the management and orientation of new employees (induction phase), process probationary reviews, new employee evaluations and terminations;  
- Analyze the skills and qualities required for each particular job and provide guidelines for developing job descriptions and specifications. |
| 3. Advice the Management Team on Skills Development. | - Coordinate staff and organization capacity needs assessment process;  
- Identify training/skills/competency needs within the Institution;  
- Coordinate career development, succession planning and talent management needs in partnership with line head of departments and units managers;  
- Submit the skills development plan within the prescribed timeframe;  
- Identify skills shortages and where there is need to improve and inform management;  
- Monitor training costs against budget;  
- Administer the evaluation of all learning and development activities. |
| 4. Advice Management Team on Employee Relations. | - Work closely with senior and line managers, providing them with expert guidance, coaching and support on the full range of HR activities (including policies and procedures, terms and conditions of employment, human resource and career development, performance management, human resource planning, etc.), in order to ensure a consistent and fair approach to human resource management throughout FONERWA;  
- Keep up to date with HR legal developments and advise management on compliance and risk factors;  
- Manage investigations, disciplinary and grievance matters in conjunction with the Chief Finance Officer and the Chief Executive Officer;  
- Provide advice and guidance on individual employee relations cases, ensuring that these are |
well managed and meet the requirements of related policies and employment legislation;
- Ensure that managers and staff are aware of the human resource management policies and procedures and able to apply them effectively;
- Provide support to staff on HR issues, as and when required;
- Ensure that staff are informed and updated on key business and issues regarding strategic HR management.

5. Advice on Performance Management Systems and procedures

- Provide advice on performance management process. Promote effective performance management practices;
- Ensure that performance management is standardized and that all employees are informed of and trained in the application of the performance management model and system;
- Monitor the implementation of the performance appraisal and ensuring that mid-term and annual appraisals are carried out in a timely manner and followed up;
- Consolidating Reports on the results of performance appraisal.


- Lead programs that are aimed at improving employee morale and motivation;
- Identify and analyze current FONERWA effectiveness and propose solutions to address the gaps.

Job Specifications/Profile

<table>
<thead>
<tr>
<th>Relevant Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree in Human Resource, Public Administration, Business Administration specialized in Human Resource.</td>
</tr>
<tr>
<td>Master’s degree in Human Resource, Public Administration, and Business Administration specialized in Human Resource.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Experience</th>
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</thead>
<tbody>
<tr>
<td>10 years working experience in human resource management and development field for Bachelor’s degree holders, or 5 years working experience in human resource management and development field for Master’s degree holders. Having a proven working experience with international organizations and Government institutions with a comprehensive knowledge of the Rwandan Public and Private Sectors human resource policies, regulations and procedures is a must.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
</tr>
</tbody>
</table>
- Generates individual commitment, excitement and excellence.
- Creates opportunities for team to learn and take on new responsibilities.
- Actively shares experience and knowledge.

**Innovation**
- Adept with complex concepts.
- Creates new and relevant ideas and leads others to implement them.
- Provides authoritative advice to decision makers.
- Challenges convention purposefully.
- Critically assess established methods.

**Communication**
- Guides substantive specialists.
- Persuades others to embrace new ideas, even when controversial.
- Empathizes with client perspectives and needs.
- Prepares and presents authoritative advice.
- Represents team in formal settings.
- Expands expertise of team through sharing expertise.
- Shows others how their objectives align with own, getting past individual bias.
- Actively contributes to the broader organization or team, compromising on own preference where necessary.

**People Management**
- Listens and influences others to generate enthusiasm and commitment to the organization's vision, values, mission and strategic direction.
- Listens to and fully involves others in team decisions and actions.
- Raises standards, motivates excellence.
- Encourage and reinforce team initiative.
- Recognize and use the differences and talents of others.
- Recognize individual achievers who contribute to the team’s success and efforts by exceeding the scope of their position.
- Coaches team members to appropriately share knowledge across teams.
- Addresses conflicts in a timely, sensitive manner; escalates to leadership when appropriate.
- Expands team engagement.
- Works with individuals to set appropriately challenging development goals, explaining not just what to do, but why to do it.
- Provides practical development support.
- Seeks to understand the retention issues of certain individuals, takes appropriate action occasionally of substantive opportunities and risks.
- Enables individual growth and responsibility.
- Holds staff accountable.

**Service Delivery**
- Critically assesses value and relevance of existing thinking and policy.
- Embraces difficult obstacles that interfere with getting work done.
- Anticipates constraints and identifies solutions.
- Strives to improve team reputation with clients.
- Expands capacity of team to deliver on time and on target.
- Accountable for project implementation and/or team deliverables.
- Makes suggestions for improvement and takes ad hoc actions.
Combines hard data and personal insights to identify benefits and make decisions that create value above and beyond the expected.

Analytical Skills
- Draws sound conclusions based upon a mixture of analysis and experience.
- Anticipates future consequences and trends.
- Develops conceptual frameworks that guide analysis.
- Adapts methodology and ideas quickly for immediate or anticipated changes in the environment.
- Uses a variety of methods and sources to gather relevant data and information.
- Analyses and integrates qualitative and quantitative data to find new insights.
- Translates research outcomes into concise, meaningful reports.
- Analyzes problems by evaluating available information and resources.
- Develops effective, viable solutions to problems which can help drive the effectiveness of the organization or department.

7. FUND MANAGEMENT SPECIALIST

<table>
<thead>
<tr>
<th>Institution</th>
<th>National Fund for Environment (FONERWA).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title;</td>
<td>Fund Management Specialist</td>
</tr>
<tr>
<td>Administrative Unit:</td>
<td>Office of the Chief Finance Officer</td>
</tr>
<tr>
<td>Job Level and Grade:</td>
<td>3.II</td>
</tr>
<tr>
<td>Report to:</td>
<td>Fund Management Analyst</td>
</tr>
<tr>
<td>Responsible for:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Functions</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| 1. Organizes, improves and implements FONERWA’s approach the provision of funds management services | - Establishes the business processes of the Funds Management according to the Managing Agent and Administrative Agent function, covering the funds management cycle;  
- Identifies opportunities for process improvements within FONERWA;  
- Establishes, and regularly monitors and reviews key performance indicators;  
- Identifies and articulates lessons learnt on the operations of the funds and contributes to the formulation of guidelines, procedures and policies that would further improve the efficiency and effectiveness of such funds;  
- Ensures lessons-learned and review exercises relating to the operations of the Funds management.  
- Advise the Fund Management Analyst on policy issues relating to the Funds management |
2. Ensures effective funds cycle management
- Planning, management and monitoring of funds;
- Preparation of budgets according to the funds strategy and the allocations approved by the management/steering committee;
- Preparation and disbursement of allocations to implementers partners;
- In collaboration with Funds partners, manage capacity assessments for implementer partners accessing the funds;
- Support technical and financial project quality review processes;
- Maintain regular contact with implementing partners and provide support and guidance throughout the project cycle;
- Plan and coordinate required audits;
- Coordinate and respond to audit observations made on FONERWA projects and ensure follow-up actions are taken according to agreed recommendations;
- Assist in the development of a database to track project approvals, budget records, disbursements and statements of expenditure (including support costs) submitted by the implementers partners on an ongoing basis;
- Manage and supervise the accounts and financial transactions, ensure timely monitoring and evaluation reviews as well as internal and external auditing including reporting to donors and Government counterparts;
- Prepare consolidated analytical results-based progress reports based on submissions from participating funders within the timetable specified in the Memorandum of Understanding and Letter of Agreement of the Funds.
- Conduct project spot checks before funds disbursement to projects

3. Provide technical support to implementing partners in preparing the project proposal
- Conduct a need assessment of implanting partners
- Prepare training program modules
- Organize training sessions
- Evaluate the impact of implanting partners in preparation of the project proposal
- Provide technical to all beneficiaries requesting support to prepare project proposals as required especially in designing project.

Job Specifications/Profile

Relevant Qualifications
Master’s Degree in Business administration, Finance, accounting and/or economics.

**Required Experience**

5 years of relevant experience in providing funds management advisory services and/or managing staff and operational systems. Having a proven working experience with international organizations and Government institutions with a comprehensive knowledge of the Rwandan Public Financial managements systems, policies, regulations and procedures is a must.

**Required Competencies**

**Leadership**
- Generates individual commitment, excitement and excellence.
- Creates opportunities for team to learn and take on new responsibilities.
- Actively shares experience and knowledge.

**Innovation**
- Adept with complex concepts.
- Creates new and relevant ideas and leads others to implement them.
- Provides authoritative advice to decision makers.
- Challenges convention purposefully.
- Critically assess established methods.

**Communication**
- Guides substantive specialists.
- Persuades others to embrace new ideas, even when controversial.
- Empathizes with client perspectives and needs.
- Prepares and presents authoritative advice.
- Represents team in formal settings.
- Expands expertise of team through sharing expertise.
- Shows others how their objectives align with own, getting past individual bias.
- Actively contributes to the broader organization or team, compromising on own preference where necessary.

**Resource Management**
- Ensure transparency both in terms of decisions made around financial control and money spent.
- Ensure good financial and budgetary discipline by ensuring accountability for financial controls and systems.
- Ensure efficiency and risks are fully considered in policy and implementation decision-making, formation and delivery.
- Seek out and facilitate the introduction of innovative business models, systems and approaches to deliver greater financial control sustainability.
- Draw on insights about the current and future dynamics in the financial control to seize opportunities to stimulate good practices in financial control sustainability.
- Fluent at interpreting a wide range of financial and performance information and use this to determine policy and strategy delivery.
- Monitor the use of resources in line with organizational procedures and plans and hold team to account.
- Follow appropriate financial procedures to monitor contracts to ensure deliverables are achieved.
- Ensure efficiency and be careful with all types of resource (e.g. money, time, materials, fuel, and energy) usage.

**Service Delivery**
- Critically assesses value and relevance of existing thinking and policy.
- Embraces difficult obstacles that interfere with getting work done.
- Anticipates constraints and identifies solutions.
- Strives to improve team reputation with clients.
- Expands capacity of team to deliver on time and on target.
- Accountable for project implementation and/or team deliverables.
- Makes suggestions for improvement and takes ad hoc actions.
- Combines hard data and personal insights to identify benefits and make decisions that create value above and beyond the expected.

Analytical Skills
- Draws sound conclusions based upon a mixture of analysis and experience.
- Anticipates future consequences and trends.
- Develops conceptual frameworks that guide analysis.
- Adapts methodology and ideas quickly for immediate or anticipated changes in the environment.
- Uses a variety of methods and sources to gather relevant data and information.
- Analyses and integrates qualitative and quantitative data to find new insights.
- Translates research outcomes into concise, meaningful reports.
- Analyzes problems by evaluating available information and resources.
- Develops effective, viable solutions to problems which can help drive the effectiveness of the organization or department.

8. ACCOUNTANT

<table>
<thead>
<tr>
<th>Institution</th>
<th>National Fund for Environment (FONERWA).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Accountant</td>
</tr>
<tr>
<td>Administrative Unit:</td>
<td>Office of the Chief Finance Officer</td>
</tr>
<tr>
<td>Job Level and Grade:</td>
<td>5.II</td>
</tr>
<tr>
<td>Report to:</td>
<td>Financial Management Specialist</td>
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<tr>
<td>Responsible for:</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Functions</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Planning and implementing accounting operations</td>
<td>• Ensure daily management of accounting operations;</td>
</tr>
<tr>
<td></td>
<td>• Ensure if the payment is done within reasonable time;</td>
</tr>
<tr>
<td></td>
<td>• Ensure quality of accounting records in accordance with accounting standards and principles;</td>
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<td></td>
<td>• Implement audit recommendations;</td>
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<tr>
<td></td>
<td>• Verify and reconcile actions for all expenditures and receipts;</td>
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<tr>
<td></td>
<td>• Implement risk management strategies, by protecting accounting records from</td>
</tr>
<tr>
<td>Unauthorized access and inadvertent loss of information;</td>
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</tr>
<tr>
<td>- Advise the Chief Finance Officer on proper way of fair management in accounting operations.</td>
<td></td>
</tr>
</tbody>
</table>

| 2. Ensuring compliance with laws and regulation related to taxes | 
| - Disseminate laws and regulations regarding to taxes and taxes exemptions; |
| - Disseminate MINICOFIN Financial Procedure Manuals; |
| - Ensure that FONERWA Complies with regulations and instructions regarding payment. |

### Job Specifications/Profile

#### Relevant Qualifications

Bachelor's degree in Finance, Accounting, Business administration or Management with specialization in finance or accounting.

Having a professional qualification e.g CIA, ACCA, CPA, etc. is an added advantage.

#### Required Experience

At least 5 years of working experience in finance, accounting or auditing in a reputable organization.

#### Required Competencies

**Service Delivery**
- Takes responsibility for addressing critical situations.
- Demonstrates commitment to clients and quality.
- Works to agreed goals dealing with challenges constructively.
- Responsible for project implementation or team deliverables.
- Takes responsibility and works towards planning targets, overcoming obstacles, setbacks and uncertainty.
- Always acts in a compliant manner and uses resources responsibly.

**Resource Management**
- Demonstrate transparency both in terms of decisions made around financial choices and money spent.
- Evaluates the financial impact of decisions and develops strategies to address financial resource issues.
- Allocates and controls financial resources within own area consistent with goals, priorities and budget.
- Identifies needs for resources to effectively support current initiatives, services and offerings.
- Follow appropriate financial procedures to monitor contracts to ensure deliverables are achieved.
- Ensure efficiency and be careful with all types of resource (e.g. money, time, materials, fuel, and energy) usage.

**Communication**
- Respects difference of opinion.
- Finds common ground to solve problems.
- Gains trust of peers, partners or clients.
- Presents complex, conceptual ideas in practical terms to others.
- Adapts communications to the specific audience.
- Builds informal networks internally and externally and views them as part of the value creation process.
- Develops detailed understanding of the clients' needs, issues and priorities through routinely seeking clients' feedback.
- Awareness of how team performs against clients' expectations.
- Recognizes and rewards success.

**Analytical Skills**
- Anticipates future consequences and trends.
- Adapts methodology and ideas quickly for immediate or anticipated changes in the environment.
- Uses a variety of methods and sources to gather relevant data and information.
- Analyses and integrates qualitative and quantitative data to find new insights.
- Translates research outcomes into concise, meaningful reports Identifies relevant and practical research questions for the future.
- Identifies relevant and practical research questions/solution for the future.
- Develops effective, viable solutions to problems which can help drive the effectiveness of the organization or department.

**Planning and Time Management**
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met.
- Successfully prioritizes tasks and manages personal workload.
- Uses his/her time effectively.
- Prioritizes work in line with key team or project deliverables.
- Identifies and consults with stakeholders in planning work.
- Pays close attention to detail and ensuring delivered work is at high standard.

### 3. ICT OFFICER

<table>
<thead>
<tr>
<th>Institution</th>
<th>National Fund for Environment (FONERWA).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>ICT Officer</td>
</tr>
<tr>
<td><strong>Administrative Unit:</strong></td>
<td>Office of the Chief Finance Officer</td>
</tr>
<tr>
<td><strong>Job Level and Grade:</strong></td>
<td>5.II</td>
</tr>
<tr>
<td><strong>Report to:</strong></td>
<td>Chief Finance Officer</td>
</tr>
</tbody>
</table>

**Responsible for:**

**Functions**

1. Ensuring ICT equipment is in good conditions.

**Tasks**

- Make inventory of ICT equipment
- Prepare Maintenance plan of ICT equipment.
- Conduct maintenance (curative and preventive) of ICT equipment.
| 2. Ensuring the reliability and scalability of the network. | - Ensure all ICT equipment is secured with antivirus.  
- Guarantee purchase and related equipment meets the appropriate specifications and required standards.  
- Prepare budget for ICT related equipment.  
- Troubleshoot problems with network and security infrastructure, including routers, switches, firewalls, VPN, proxy servers and make corrective actions when necessary.  
- Deploy, monitor and troubleshoot local area networks using a variety of network equipment, software and protocols  
- Monitor network traffic to identify problems and make capacity planning recommendations with the help of the NMS (Network Management System) and monitoring tools. |
|---|---|
| 3. Managing Website and database | - Regular updating the website  
- Develop the website contain  
- Website backup and upgrade  
- Website security  
- Ensure proper functioning of FONERWA server.  
- Update users’ accounts on the server.  
- Manage space for staff emails.  
- Ensure policies and procedures on information and communication technology are in place. |
| 4. Proving ICT Trainings and support services to staffs. | - Assess user capacity and suggest training and area in need of improvement.  
- Create material and presentations for trainings and reports.  
- Conduct training of employees on both computer software and ICT systems.  
- Offer ICT support services to staff on both hardware and software.  
- Evaluate and recommend new system technologies |
| 5. Ensuring Data management and security | - Create data recovery/backup system.  
- Effective functioning of internal messaging function and internal access.  
- Install, update and upgrade regularly computer software. (For example, Antivirus, OS, etc...).  
- Support of design and expansion of data archiving systems. |
| 6. Ensure proper functioning of FONERWA software. | - Ensure creation of user accounts.  
- Classify users according to user location.  
- Ensure accessibility of the application. |
7. Performance and monitoring of computer systems.

- Ensure the application security.
- Ensure FONERWA software's are functioning properly.
- Monitor systems and platforms for availability.
- Analyse and sustain capacity and performance requirements of systems and networks.
- Maintain logs related to servers' as well as maintenance and repair records.

Job Specifications/Profile

Relevant Qualifications

Bachelor's degree in Computer Science, Computer Engineering, Information Management System, Information and Communication Technology, Information Technology, Information systems, Computer application Technology, Computer sciences and systems, Electronics and Telecommunication Engineering,

Master's degree in Computer Science, Computer Engineering, Information Management System, Information and Communication Technology, Information Technology, Information systems, Computer application Technology, Computer sciences and systems, Electronics and Telecommunication Engineering

Required Experience

At least 10 years Working experience in ICT fields especially in network and system administration for Bachelor's degree holders, or 5 years working experience in the aforementioned fields for Bachelor's degree holders.

Required Competences

Service Delivery
- Takes responsibility for addressing critical situations.
- Demonstrates commitment to clients and quality.
- Works to agreed goals dealing with challenges constructively.
- Responsible for project implementation or team deliverables.
- Takes responsibility and works towards planning targets, overcoming obstacles, setbacks and uncertainty.
- Always acts in a compliant manner and uses resources responsibly.

Communication
- Respects difference of opinion.
- Finds common ground to solve problems.
- Gains trust of peers, partners or clients.
- Presents complex, conceptual ideas in practical terms to others.
- Adapts communications to the specific audience.
- Builds informal networks internally and externally and views them as part of the value creation process.
- Develops detailed understanding of the clients' needs, issues and priorities through routinely seeking clients' feedback.
- Awareness of how team performs against clients' expectations.
- Recognizes and rewards success.

**Analytical Skills**
- Anticipates future consequences and trends.
- Adapts methodology and ideas quickly for immediate or anticipated changes in the environment.
- Uses a variety of methods and sources to gather relevant data and information.
- Analyses and integrates qualitative and quantitative data to find new insights.
- Translates research outcomes into concise, meaningful reports Identifies relevant and practical research questions for the future.
- Identifies relevant and practical research questions/solution for the future.
- Develops effective, viable solutions to problems which can help drive the effectiveness of the organization or department.

**Planning and Time Management**
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met.
- Successfully prioritizes tasks and manages personal workload.
- Uses his/her time effectively.
- Prioritizes work in line with key team or project deliverables.
- Identifies and consults with stakeholders in planning work.
- Pays close attention to detail and ensuring delivered work is at high standard.

### 4. PROJECT ANALYSIS SPECIALIST

<table>
<thead>
<tr>
<th>Institution</th>
<th>National Fund for Environment (FONERWA).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Project Analysis Specialist</td>
</tr>
<tr>
<td>Administrative Unit</td>
<td>Programs Management Division</td>
</tr>
<tr>
<td>Job Level and Grade</td>
<td>3.11</td>
</tr>
<tr>
<td>Report to</td>
<td>Programs Management Division Manager</td>
</tr>
<tr>
<td>Responsible for:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Functions</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Plan, analysis, review, development, implementations, and monitoring of the project</td>
<td>- Planning and designing the program and proactively monitoring its progress, resolving issues and initiating appropriate corrective action</td>
</tr>
<tr>
<td>5.</td>
<td>- Defining the program's governance arrangements</td>
</tr>
<tr>
<td></td>
<td>- Managing the program's budget, monitoring expenditure as the program progresses</td>
</tr>
<tr>
<td></td>
<td>- Ensuring there is allocation of common resources and skills within the program and projects</td>
</tr>
<tr>
<td></td>
<td>- Managing third party contributions to the program</td>
</tr>
<tr>
<td></td>
<td>- Managing communications with all stakeholders</td>
</tr>
</tbody>
</table>
| 2. Conduct a Quality assurance for the applicants | ▪ Provides critical data support to a technical team  
▪ Research and analysis functions may include budget tracking and financial forecasting, project evaluation and monitoring, maintaining compliance with FONERWA 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 |
| ▪ 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 if this role is also defined  
▪ Designs, develops and establishes key reporting standards for FONERWA.  
▪ Proceed to 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 make 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 |
| 3. Provides analytical support to the project and collecting and researching data, performing analysis, providing recommendations and presenting results | • 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 needed information.  
• 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. |

| **Job Specifications/Profile** |
| **Relevant Qualifications** |
| Master's degree in project management, Environmental Economics, Economics |
| **Required Experience** |
| At least 5 years of experience in project management activities. Experience with international organizations or dealing with complex projects and various stakeholders is an added advantage. |
| **Required Competencies** |
| **Leadership** |
| • Generates individual commitment, excitement and excellence.  
• Creates opportunities for team to learn and take on new responsibilities.  
• Actively shares experience and knowledge. |
| **Innovation** |
| • Adept with complex concepts.  
• Creates new and relevant ideas and leads others to implement them.  
• Provides authoritative advice to decision makers.  
• Challenges convention purposefully.  
• Critically assess established methods. |
| **Communication** |
| • Guides substantive specialists.  
• Persuades others to embrace new ideas, even when controversial.  
• Empathizes with client perspectives and needs.  
• Prepares and presents authoritative advice.  
• Represents team in formal settings.  
• Expands expertise of team through sharing expertise.  
• Shows others how their objectives align with own, getting past individual bias. |
- Actively contributes to the broader organization or team, compromising on own preference where necessary.

Service Delivery
- Critically assesses value and relevance of existing thinking and policy.
- Embraces difficult obstacles that interfere with getting work done.
- Anticipates constraints and identifies solutions.
- Strives to improve team reputation with clients.
- Expands capacity of team to deliver on time and on target.
- Accountable for project implementation and/or team deliverables.
- Makes suggestions for improvement and takes ad hoc actions.
- Combines hard data and personal insights to identify benefits and make decisions that create value above and beyond the expected.

Analytical Skills
- Draws sound conclusions based upon a mixture of analysis and experience.
- Anticipates future consequences and trends.
- Develops conceptual frameworks that guide analysis.
- Adapts methodology and ideas quickly for immediate or anticipated changes in the environment.
- Uses a variety of methods and sources to gather relevant data and information.
- Analyses and integrates qualitative and quantitative data to find new insights.
- Translates research outcomes into concise, meaningful reports.
- Analyzes problems by evaluating available information and resources.
- Develops effective, viable solutions to problems which can help drive the effectiveness of the organization or department.

Project Management
- Translates political vision into action plans and deliverables.
- Prioritizes work in line with key team or project deliverables.
- Coordinates own and others’ schedules to avoid conflicts.
- Effectively allocates own time to complete work.
- Sets performance objectives and define roles and responsibilities.
- Develops timelines and milestones.
- Prepares detailed project plans including timelines and objectives.
- Good at figuring out the processes to get things done and simplifying complex processes.
- Pays close attention to detail, ensuring team’s work is delivered to a high standard.
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met.
- Ensures evaluation processes are in place to measure project benefits.
- Gains buy-in and commitment to project delivery from diverse stakeholders.

Planning and Time Management
- Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure.
- Prioritizes work in line with key team or project deliverables.
- Makes contingency plans to account for changing work priorities, deadlines and milestones.
- Identifies and consults with stakeholders in planning work.
- Pays close attention to detail, ensuring team’s work is delivered to a high standard.
- Accurately scopes out length and difficulty of tasks and projects.
- Uses his/her time effectively.
- Spends his/her time and time of others on what’s important.
- Successfully prioritizes tasks and manages personal workload.

### 7. CLIMATE FINANCE SPECIALIST (Two positions)

<table>
<thead>
<tr>
<th>Institution</th>
<th>National Fund for Environment (FONERWA).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Climate Finance Specialist</td>
</tr>
<tr>
<td>Administrative Unit:</td>
<td>Resources Mobilization Division</td>
</tr>
<tr>
<td>Job Level and Grade:</td>
<td>3.II</td>
</tr>
<tr>
<td>Report to:</td>
<td>Resources Mobilization Division Manager</td>
</tr>
</tbody>
</table>

**Functions**

| 1. Support FONERWA in preparing effective project funding proposals and mobilizing finance from different financial mechanisms and instruments, including those associated with the public sector, donors, and private sector partners. |

- Develop a practical and operational model for leveraging resources from public funders and private financiers
- Mapping donors who intervene in the domain of climate change
- Developing proposals
- Strengthen access to existing and untapped domestic revenue streams for resilience from central budgets or funds if applicable

| 2. Design and employ financial mechanisms such as revolving funds, bonds or other instruments and improving readiness (e.g., creditworthiness) to facilitate access to additional climate finance options |

- Analyse potential funding sources at the country and civil levels including national budgets, institutional revenues, domestic financial instruments (e.g. bonds, loan, trust funds, transfers), and donors as well as the potential for expansion of FONERWA revenues
- Facilitate the creation of new financing mechanisms/ instruments for financing FONERWA climate resilience projects and initiatives from other financial instruments, and promoting access to these instruments as well as existing instruments
- Perform an analysis of a FONERWA’s financial capacity which may include, but is not limited to, assessments of the local government financial system, financial performance, and the FONERWA’s investment budget forecast
- Conduct financing assessments to identify potential funding sources, determine finance
3. Raise awareness and enhance the capacity of potential funders and financiers on FONERWA resilience, its importance, and opportunities

- Conduct institutional assessment to understand the ability for project developers to access, manage, and absorb climate finance;
- Propose the solutions to access, manage and absorb climate finance;

<table>
<thead>
<tr>
<th>Relevant Qualifications</th>
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</thead>
<tbody>
<tr>
<td>Master's Degree in Environmental Economics, Business Administration, Finance, or Economics.</td>
</tr>
<tr>
<td>Bachelor's Degree in Business Administration, Finance, or Economics.</td>
</tr>
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</table>

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<tr>
<th>Required Experience</th>
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<td>At least 10 years of working experience in financial management for Bachelor's degree holders, or 5 years working experience in financial management for Master's degree holders.</td>
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<tr>
<th>Required Competencies</th>
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<td>- Creates opportunities for team to learn and take on new responsibilities.</td>
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<td>- Actively shares experience and knowledge.</td>
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<th>Service Delivery</th>
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<td>- Critically assesses value and relevance of existing thinking and policy.</td>
</tr>
<tr>
<td>- Embraces difficult obstacles that interfere with getting work done.</td>
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</table>
- Anticipates constraints and identifies solutions.
- Strives to improve team reputation with clients.
- Expands capacity of team to deliver on time and on target.
- Accountable for project implementation and/or team deliverables.
- Makes suggestions for improvement and takes ad hoc actions.
- Combines hard data and personal insights to identify benefits and make decisions that create value above and beyond the expected.

**Analytical Skills**
- Draws sound conclusions based upon a mixture of analysis and experience.
- Anticipates future consequences and trends.
- Develops conceptual frameworks that guide analysis.
- Adapts methodology and ideas quickly for immediate or anticipated changes in the environment.
- Uses a variety of methods and sources to gather relevant data and information.
- Analyses and integrates qualitative and quantitative data to find new insights.
- Translates research outcomes into concise, meaningful reports.
- Analyzes problems by evaluating available information and resources.
- Develops effective, viable solutions to problems which can help drive the effectiveness of the organization or department.

**Project Management**
- Translates political vision into action plans and deliverables.
- Prioritizes work in line with key team or project deliverables.
- Coordinates own and others' schedules to avoid conflicts.
- Effectively allocates own time to complete work.
- Sets performance objectives and define roles and responsibilities.
- Develops timelines and milestones.
- Prepares detailed project plans including timelines and objectives.
- Good at figuring out the processes to get things done and simplifying complex processes.
- Pays close attention to detail, ensuring team’s work is delivered to a high standard.
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met.
- Ensures evaluation processes are in place to measure project benefits.
- Gains buy-in and commitment to project delivery from diverse stakeholders.

**Planning and Time Management**
- Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure.
- Prioritizes work in line with key team or project deliverables.
- Makes contingency plans to account for changing work priorities, deadlines and milestones.
- Identifies and consults with stakeholders in planning work.
- Pays close attention to detail, ensuring team’s work is delivered to a high standard.
- Accurately scopes out length and difficulty of tasks and projects.
- Uses his/her time effectively.
- Spends his/her time and time of others on what's important.
- Successfully prioritizes tasks and manages personal workload.
### 8. ENVIRONMENTAL AND SOCIAL SAFEGUARD SPECIALIST

<table>
<thead>
<tr>
<th>Institution</th>
<th>National Fund for Environment (FONERWA).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Environmental and Social Safeguard Specialist</td>
</tr>
<tr>
<td><strong>Administrative Unit:</strong></td>
<td>Resources Mobilization Division</td>
</tr>
<tr>
<td><strong>Job Level and Grade:</strong></td>
<td>3.II</td>
</tr>
<tr>
<td><strong>Report to:</strong></td>
<td>Resources Mobilization Division Manager</td>
</tr>
</tbody>
</table>

**Responsible for:**

<table>
<thead>
<tr>
<th>Functions</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide Analytical and Technical support on key issues related to environmental and social impact assessment and on sustainability risks in the design, preparation, implementation and supervision of IIC’s operations taking into consideration best industry practices and standards;</td>
<td>- Assist in the development process of an Environmental and Social Safeguards guideline in consultation with the partners in environment to be used by FONERWA in the plan and implementation process of financed projects and programmes;</td>
</tr>
<tr>
<td>9.</td>
<td>- Undertake an environmental and social risk categorization of proposals submitted and projects under implementation;</td>
</tr>
<tr>
<td></td>
<td>- Ensure that appropriate environmental and social mitigation measures are proposed before projects are recommended for funding by the FONERWA;</td>
</tr>
<tr>
<td></td>
<td>- Undertake follow up monitoring to ensure that proposed mitigation measures are implemented according to an agree upon environmental and social mitigation implementation plan;</td>
</tr>
<tr>
<td></td>
<td>- Engage with CRGE sectors to ensure that the safeguards guidance is fully understood by IEs and EEs through capacity building trainings at different levels;</td>
</tr>
<tr>
<td></td>
<td>- Closely follow up the integration of safeguard assessment information and completion of safeguards self-screening checklist during the project/program development process;</td>
</tr>
<tr>
<td></td>
<td>- Prepare Environmental and Social Safeguard Plans and ensure that such plans are approved by relevant authorities before implementation;</td>
</tr>
<tr>
<td></td>
<td>- Lead on developing and delivering a series of spot checks to ensure safeguards policies are properly implemented at grassroots level in line with the guideline;</td>
</tr>
<tr>
<td></td>
<td>- Prepare report on the safeguard risks with appropriate actions to be taken for all projects and programmes financed through FONERWA and ensure that timely actions are taken;</td>
</tr>
<tr>
<td></td>
<td>- Provide technical support during Project Design, Appraisal process and resource mobilization plan for the projects/programmes financed through FONERWA;</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>- Provide substantive advice on safeguard issues to sectors in order to promote enhanced investment on building a climate resilient green economy;</td>
<td></td>
</tr>
<tr>
<td>- Compile quarterly, biannual and annual reports on safeguards related issues and deliver to Climate Resilience Green Economy (CRGE) facility as part of the M&amp;E report;</td>
<td></td>
</tr>
<tr>
<td>- Carry out social assessment analysis to ensure program compliance with the requirements of the social development concerns, this will include but not limited to: conducting social risks analysis and developing social risks mitigation plans related to the program;</td>
<td></td>
</tr>
<tr>
<td>- Identify challenges, opportunities, priorities and needs for the development and implementation of the Facility’s safeguard Plan and implementation at all levels;</td>
<td></td>
</tr>
<tr>
<td>- In collaboration with the FONERWA, make sure that the terms and conditions set for projects/programmes development in line with safeguard principles are adhered to;</td>
<td></td>
</tr>
<tr>
<td>- Supervise consultancy works and review and assess products/services provided by consultants and experts counterparts and notify/advise the head of the secretariat on quality, and recommend appropriate actions to be taken for improvement as per the safeguard principles and guidelines;</td>
<td></td>
</tr>
<tr>
<td>- Advice on administrative measures and actions required for ensuring the Facility’s uninterrupted compliance with requirements set regarding environmental and social safeguard measures prior to the validation and implementation of interventions and/or investment actions financed by the Facility;</td>
<td></td>
</tr>
<tr>
<td>- Analyse environmental and social developments and provide technical and substantive support in setting targets for the realization of the goal of building a climate resilient green economy;</td>
<td></td>
</tr>
<tr>
<td>- Check with contracts, memoranda of understanding and/or other necessary agreements required for the disbursement of funds for approved actions against the set standards for environment and social safeguard;</td>
<td></td>
</tr>
<tr>
<td>- Prepare quarterly and annual reports to be submitted to funders and other stakeholders with a special view to capturing lessons learned and best practices for improving the performance of the Facility portfolio and maintaining safeguard standards;</td>
<td></td>
</tr>
<tr>
<td>- Undertake quarterly monitoring and evaluation of project activities against standards of the safeguard guideline</td>
<td></td>
</tr>
<tr>
<td>3. Capacity building</td>
<td>Monitor progress of program investments in terms of meeting compliance to social safeguards</td>
</tr>
<tr>
<td>---------------------</td>
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</tr>
<tr>
<td></td>
<td>Provide support and direct technical assistance to develop environment and social safeguard responsive climate smart strategies and plans;</td>
</tr>
<tr>
<td></td>
<td>Provide technical support to sectors in Measurement, Reporting, and Verification(MRV) of Climate Change Mitigation and result based monitoring and evaluation;</td>
</tr>
<tr>
<td></td>
<td>Carry out training on integrating safeguard principles in climate change projects/programmes.</td>
</tr>
<tr>
<td></td>
<td>Closely supervise, provide assistance and deliver capacity building trainings to the sectors to close knowledge/skill gaps and minimize the likelihood of risks to happen to projects/programs financed through the FONERWA.</td>
</tr>
</tbody>
</table>

### Job Specifications/Profile

#### Relevant Qualifications

Masters or equivalent in Environmental Economics, Environmental Management, Environmental Sciences or related fields.

#### Required Experience

At least 5 years of relevant experience in working with private or public sectors across industry sectors (including infrastructure, agribusiness, and/or manufacturing) to identify environmental impact assessment or social risks issues and develop mitigating measures to ensure compliance with good international industry practices.

#### Required Competencies

**Leadership**
- Generates individual commitment, excitement and excellence.
- Creates opportunities for team to learn and take on new responsibilities.
- Actively shares experience and knowledge.

**Innovation**
- Adept with complex concepts.
- Creates new and relevant ideas and leads others to implement them.
- Provides authoritative advice to decision makers.
- Challenges convention purposefully.
- Critically assess established methods.

**Communication**
- Guides substantive specialists.
- Persuades others to embrace new ideas, even when controversial.
- Empathizes with client perspectives and needs.
- Prepares and presents authoritative advice.
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- Makes suggestions for improvement and takes ad hoc actions.
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Analytical Skills
- Draws sound conclusions based upon a mixture of analysis and experience.
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- Accurately scopes out length and difficulty of tasks and projects.
- Uses his/her time effectively.
- Spends his/her time and time of others on what's important.
- Successfully prioritizes tasks and manages personal workload.
# 11. SECRETARY IN CENTRAL SECRETARIAT

<table>
<thead>
<tr>
<th>Institution</th>
<th>National Fund for Environment (FONERWA).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Secretary in Central Secretariat</td>
</tr>
<tr>
<td>Administrative Unit:</td>
<td>Office of the Chief Finance Officer</td>
</tr>
<tr>
<td>Job Level and Grade:</td>
<td>8.II</td>
</tr>
<tr>
<td>Report to:</td>
<td>Chief Finance Officer</td>
</tr>
</tbody>
</table>

**Responsible for:**

<table>
<thead>
<tr>
<th><strong>Functions</strong></th>
<th><strong>Tasks</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive, record and distribute all incoming and outgoing mails</td>
<td>• Receive and check incoming and outgoing mails;</td>
</tr>
<tr>
<td></td>
<td>• Record incoming and outgoing mails;</td>
</tr>
<tr>
<td></td>
<td>• Ensure timely distribution of all Incoming/outgoing mails;</td>
</tr>
<tr>
<td></td>
<td>• Facilitate FONERWA staff to access recorded documents;</td>
</tr>
<tr>
<td></td>
<td>• Regularly check and dispatch mails received on FONERWA email;</td>
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<tr>
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<td>• Ensure the security of FONERWA correspondences and stamp;</td>
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<td>• Write and submit on regular basis (monthly and quarterly) reports of the central secretariat.</td>
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1. Establish and maintain the general filing system and file all correspondences  
   • Maintain a current and accurate filing system;  
   • Ensure timely filling of documents.

2. Receive and provide clear guidance and orientation to FONERWA clients/visitors  
   • Receive and answer telephone calls and orient them accordingly;  
   • Receive FONERWA clients/visitors and provide orientation.

**Job Specifications/Profile**

**Relevant Qualifications**  
A2 in Secretarial, Office Management, Management, Law and Administration or Public Relations.

**Required Experience**  
At least 2 years of related working experience.

**Required Skills/Attitudes/Competencies**

Service Delivery
- Meets goals and timelines for team deliverables.
- Understands responsibilities and meets expectations.
- Works to complete assigned tasks according to the rules.
- Demonstrates desire to carry out assigned task.
- Does what is asked; solves problems as requested.

**Communication**
- Actively listens and correctly interprets messages.
- Understands assignment instructions and applies them as directed.
- Seeks clarity and guidance when needed.
- Approaches interactions in an organized manner.
- Prefers to work independently but will help if requested.
- Responds to invitations and initiate contact when necessary.
- Responds to clients requests, internal or external, within time limit.

**Planning and Time Management**
- Successfully prioritizes tasks to balance life and manages workload.
- Use technology to help manage time.
- Keeps a calendar or daily planner to stay on task and is self-disciplined to follow it.
- Brings workload under control; and breaks indecision and procrastination habits.
- Pays close attention to detail and ensuring delivered work is at high standard.
- Schedules and focuses on results with less stress.

**Customer Focus**
- Clearly understands the services offered by the organization.
- Cherishes the feeling that a product or service has met customer’s expectations.
- Seeks to maintain the organization image and reputation while dealing with clientele and co-workers.
- Efficient and has good articulation, warm face and voice.
- Conforms to provisions of the organization’s service charter.