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**OFFICE OF THE COORDINATOR**

**JOB ANNOUNCEMENT FOR THE POSITIONS OF PROJECT COORDINATOR;  
FINANCIAL MANAGEMENT SPECIALIST AND INTERNAL AUDIT SPECIALIST  
UNDER THE AFRICAN CENTRES OF EXCELLENCE (ACEs)**

The University of Rwanda is a Public Institution of Higher Learning committed to support the development of the country through the generation and advancement of knowledge and innovation among other core activities. The University Rwanda through the Single Project Implementation Unit (UR-SPIU) is implementing four (4) African Centers of Excellence (ACEs) under the Eastern and Southern African Higher Education Centers of Excellence Project funded by World Bank.

To ensure optimal functioning of ACEs, UR-SPIU calls for qualified and motivated candidate to apply to the following positions:

**1. ACEs PROJECT COORDINATOR (1 POSITION)**

**MAIN DUTIES AND RESPONSIBILITIES**

- Overall coordination of ACEs in collaboration with ACEs Directors; Single Project Implementation Unit (SPIU) and ACE support teams;
- Ensure timely preparation of reports on ACEs implementation and progress;
- Closely monitor ACEs reporting and audit schedules as per Project Appraisal Document (PAD) and Project Operational Manual (POM);
- In close collaboration with SPIU coordination office, ensure ACEs sign MoUs that provide more learning opportunities to students and academic exchange;
- Closely work with ACE Directors to fast-track implementation of MoUs with partner institutions and industries;
- Coordinate ACEs appointed teams working on Grievance Redress Mechanism (GRM) to ensure ACEs have a common policy and GRM systems that address students inquires ;
- Work closely with ACEs academic and other support teams so that a clear guidance and support for International Students is provided;

- In collaboration with ACE Directors put in place strategies on revenue generation to ensure sustainability of ACEs after World Bank funding;
- Develop a sound strategy for efficient engagements with ACEs stakeholder's and partners;
- In collaboration with SPIU Coordinator, prepare ACEs National Steering Committee meetings and follow up on timely implementation of resolutions;
- Spearhead all activities that promote the visibility of ACEs both nationally and internationally;
- Ensure ACEs deliver within agreed schedule, within scope and within budget and report any issue that arise;
- Ensure that ACE's developed action Plans and Budgets are well aligned with the Objectives of the African Centre of Excellence and that activities implementation are aligned with the objectives and targets of the ACES.
- Perform any related tasks as may be assigned.

### **REQUIRED QUALIFICATION AND SKILLS**

- Masters degree in Economics; Project Management; Business Administration; or Development Studies with a minimum experience of 6 years in project management;
- Solid experience in project management from delivery, monitoring and evaluation;
- Having worked with World Bank funded projects will be an added advantage;
- Excellent leadership and managerial skills, great teamwork, strong analytical skills, strong planning and budgeting skills, strong attention to detail skills and problem solving skills;
- Hands on experience with project planning and management tools;
- Strong computer skills, especially in Microsoft Excel, PowerPoint, Access and accounting packages;
- Excellent oral and written communication in English; ability to write clear and concise reports and able to make effective presentation;
- Able to work independently with minimal supervision;

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## **2. FINANCIAL MANAGEMENT SPECIALIST (1 POSITION)**

### **MAIN DUTIES AND RESPONSIBILITIES**

- Coordinate the preparation of financial statements and reports for ACEs;
- Support ACE Accountants and facilitate in handling project financial issues;
- Manage, provide advice to the ACE Accountants on a daily basis on financial and accountability activities;
- Work with the ACE Accountants in recording the accounting Transaction in the EB MIS Accounting Software and ensure that the accounting Transaction are duly posted in the Accounting Software;
- Ensure regular and proper filling of all projects accounting documents;
- Ensure timely preparation of financial reports and submission to all stakeholders;
- Support ACE Directors in financial planning and elaboration of budget proposals;
- Identify challenges and gaps in workflow processes together with the Centre Directors propose solutions together to address these challenges;
- Review and Identify errors in the financial statements and ensure that Correction of Errors is done and minimized;
- Assist ACE's on implementation of recommendations in the Auditor General report;
- Undertake and perform analysis on finances, budget execution vis-à-vis planned procurement and purchases in order to inform/guide ACE Directors;
- Ensure accountability, compliance, value for money and achieve ACEs unqualified audit Opinion; Perform any other related tasks as may be assigned.

### **REQUIRED QUALIFICATION AND SKILLS**

- Master's degree in Accounting or Finance with 5 years of experience in Financial Management Practices of which at least 2 must be at managerial level ;
- A qualification in any Accounting or Finance professional course such as ACCA, CPA is a must;
- Having experience in Government accounting including the use of the Government's Integrated Financial Management System (IFMIS) will be an advantage;



- Experience in accounting for the donor-funded projects is a must;
- Having worked with World Bank funded projects will be an added advantage;
- Excellent leadership and managerial skills, great teamwork, strong analytical skills, strong planning and budgeting skills, strong attention to detail skills and problem solving skills;
- Strong computer skills, especially in Microsoft Excel, PowerPoint, Access and accounting packages;
- Excellent oral and written communication in English;
- Able to work independently with minimal supervision

### **3. INTERNAL AUDIT SPECIALIST (1 POSITION)**

#### **DUTIES AND RESPONSIBILITIES**

- Plan and perform audits for African Centres of Excellence (ACEs);
- Designs the audit plan for ACEs with clear timing;
- Develop audit processes and guidelines, standard tools and procedures to improve quality and effectiveness of deliverables as per funder requirements;
- Liaise with Internal Audit Directorate of the University of Rwanda to ensure Annual Audit Plan for UR includes audit of ACEs;
- Follow up and Ensure timely implementation of external audit recommendations as well as timely implementation of World Bank supervision mission recommendations;
- In collaboration with ACEs Directors and administrative staff ensure project complies with World Bank and Government of Rwanda requirements;
- Providing advisory services and solutions to financial and internal controls;
- Work closely with UR Audit teams Give advice on the appropriateness of management and financial records;
- Following up audit recommendations and reporting;
- Keep audit documentations according to established standards;
- Perform any other related tasks as may be assigned.

## REQUIRED QUALIFICATION AND SKILLS

- Masters Degree in Finance, Accounting, Public Finance, Auditing, Banking, Management with specialization in Accounting or Finance with Accounting Professional Qualification recognized by IFAC (ACCA, CPA) with at least 5 years' experience in auditing, public finance policies, regulations and procedures;
- Experience of working in projects is an added advantage;
- Comprehensive knowledge of auditing, public finance policies, regulations and procedures;
- Excellent managerial skills, great teamwork, strong analytical skills, strong attention to detail skills and problem solving skills;
- Excellent interpersonal and communicational skills, both written and verbal.

### Application Procedure

Interested and qualified candidates should submit their applications online to the [infospiu@ur.ac.rw](mailto:infospiu@ur.ac.rw) with a copy to [urspiucoor@gmail.com](mailto:urspiucoor@gmail.com). The title of the position should be clearly indicated and application file must be a single PDF file and should contain the following documents:

1. Application letter in English addressed to UR-SPIU Coordinator
2. A detailed Curriculum Vital
3. A copy of academic degree and academic transcripts
4. A copy of proof of previous relevant experience
5. A copy of ID

**The deadline for submission of the application is set on 10<sup>th</sup> March 2020.** Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 3<sup>rd</sup> March, 2020

  
**Immaculate BUGINGO**  
**Coordinator**  
**Single Project Implementation Unit (SPIU)**  
**University of Rwanda**

