



TITLE	Project Administrator – Ngaruyinka Project
TYPE OF CONTRACT	Contractual Position
DATE OF ISSUE	10th September 2025
DUE DATE	24th September 2025

BACKGROUND AND CONTEXT

Climate change is one of the greatest threats to Rwanda's development. This is why the Government has prioritized the green economy and an economic transformation that is environmentally sustainable and climate change as cross-cutting issues, and the Green Growth and Climate Resilience Strategy guided the Rwandan economy toward a climate resilient and low carbon development pathway. In 2020, Rwanda committed to an ambitious climate action plan, and Vision 2050 sets the goal for Rwanda to be carbon neutral by the middle of the century.

To finance the Green Growth and Climate Resilience Strategy and Rwanda's green growth ambitions, the Rwanda Green Fund was established.

The Fund is a ground-breaking environment and climate change investment fund that provides targeted financial and technical support to contribute to Rwanda's vision of becoming a carbon neutral and climate resilient economy.

The Fund has mobilized close to USD 250 million for 46 green investments in sustainable transport, renewable energy, green cities, and biodiversity conservation. As a result of these investments, 176,000 green jobs have been created, 88,000 households have been provided with access to off-grid clean energy, 126,000 tons of carbon dioxide equivalent emissions have been avoided, and 120,000 people have been supported to cope with the effects of climate change.

ABOUT THE PROJECT

Rwanda is highly vulnerable to climate change, facing increased incidences of droughts, floods, and landslides. Climate variability, especially heavy rainfall and temperature increases, has caused infrastructure damage, disrupted water management, and posed challenges to the growing urban population. The country is water-scarce, with a significant portion of the population lacking access to safe drinking water. Informal settlements, like those in Kigali, are particularly at risk due to poor infrastructure and high population density, exacerbating the challenges posed by climate change.

The Green City Kigali (GCK) project, located on Kinyinya Hill in Gasabo district, aims to address these issues by developing a sustainable urban community. The area, highly vulnerable to landslides, is set to become a model for affordable, climate-resilient housing and infrastructure development. The pilot phase includes upgrading the informal settlement at Ngaruyinka, a community with poor infrastructure and high climate vulnerability. The project's goal is to mitigate and adapt to climate change while creating a toolkit for future informal settlement upgrades across Rwanda.



The GCK project aligns with Rwanda's climate goals, supporting the reduction of greenhouse gas emissions through renewable energy initiatives and resilient infrastructure. It focuses on technical assistance to scale green construction practices and enhance institutional capacity. Through solar energy, water management, waste reduction, and low-emission construction methods, the project aims to create a replicable model for green urban development.

The project also integrates gender equality, recognizing the disproportionate impact of climate change on women. By promoting inclusive, sustainable, and low-emission urban development, the GCK contributes to several Sustainable Development Goals (SDGs), including climate action, clean energy, and reduced inequalities. Expected outcomes include a climate-resilient community, increased awareness of green practices, and a foundation for future low-carbon investments in urban areas.

JOB DESCRIPTION

Supervisor: Project Manager

Key Responsibilities

1. Administrative Support

- Maintain organized project documentation systems (digital and physical files).
- Schedule and coordinate internal/external meetings, workshops, and field visits.
- Prepare meeting materials, take minutes, and track follow-up actions.
- Ensure compliance with internal procedures for records and documentation.

2. Logistical coordination

- Coordinate logistics for training, community engagement, and stakeholder meetings.
- Organize travel arrangements for staff, consultants, and visitors (transport, accommodation, allowances)
- Manage distribution and inventory of project materials and equipment.

3. Communication and correspondence

- Draft and format routine communications (letter, memos, emails).
- Ensure timely and accurate communication between PMU and stakeholders.
- Assist with compiling updates for project reports, social media, pr newsletters.

4. Project monitoring and reporting

- Collect and organize field data for project performance tracking.
- Facilitate and coordinate projects tasks across multiple workstreams.
- Support preparation of activity progress reports, Gantt charts, and indicator tracking sheets.
- Monitor project timelines and milestones and notify the Project Manager of any risks and potential delays.
- Assist M&E staff with field visits, data entry, and compiling lessons learned.

5. Procurement & finance support

- Track deliveries, payments, and vendor invoices in coordination with finance and procurement teams.

6. Stakeholder engagement

- Support logistical planning for community meetings, training sessions, and consultations.
- Assist in preparing and dissemination communication materials for stakeholders.
- Maintain updated stakeholder and beneficiary contact lists and engagement logs.

7. Training & Capacity building support

- Coordinate the scheduling, invitations, and participation registration for training sessions.
- Liaise with external trainers, consultants, and partner institutions to ensure smooth coordination of training related activities.
- Handle logistics for training activities, including venue booking, catering, training materials, equipment, and travel arrangement.
- Prepare and distribute training materials, manuals, and handouts in collaboration with trainers/consultants
- Provide on-site support during training sessions (registration desk, attendance tracking, distribution of materials, technical assistance with presentations/equipment)
- Assist in documenting training proceedings (photos, reports, participant lists, feedback forms).
- Maintain a database of trained participants and training outcomes

Qualifications and Experience

- **Education:**
Bachelor's degree in project management, Business Administration, Public Administration, Development studies, or a related field. A diploma or certification in Project Coordination is an added advantage.
- **Experience:**
Minimum of 2 years of relevant experience in a similar role, preferably within donor funded, international NGO, or government-led development projects.
- **Technical skills:**
 - Strong administrative, communication, and organizational skills.
 - Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
 - Experience with project management tools is a plus.
 - Basic understanding of procurement and financial procedures in project setting.
- **Language skills:**
 - English: full proficiency
 - Kinyarwanda and French are an asset

- **Other attributes**

- A self-starter with excellent time management and multitasking skills.
- High integrity, discretion, and professionalism when handling sensitive information.
- Willingness to travel to field locations as required.
- A strong team player with a proactive attitude and a commitment to continuous learning.

APPLICATION PROCEDURE

To apply, please submit the relevant documents: your updated and signed Curriculum Vitae (CV), copies of academic certificates, proven working experience and one-page cover letter detailing why you are interested in the position you are applying for.

Please note that all applicants must apply using our online application system via <https://www.greenfund.rw/career/>

The deadline for submission of application is the **24th September 2025 at 5:00 PM Local time.**

In case of questions, please reach out to email: recruitment@greenfund.rw. For more information, kindly visit the Rwanda Green Fund website on <https://greenfund.rw/>.

Done at Kigali, on 10th September 2025,



Teddy MUGABO MPINGANZIMA
Chief Executive Officer
National Fund for Environment

