



# KING FAISAL HOSPITAL RWANDA

## OFFICE OF THE CHIEF EXECUTIVE OFFICER

### EXTERNAL ADVERTISEMENT

**King Faisal Hospital, Rwanda**, "A center of excellence in health service provision, clinical education, and research". This is an exciting time for King Faisal Hospital, Rwanda as we embrace a new strategic direction. The hospital has continued to grow due to its positive reputation for authentic compassionate health care and highly skilled medical practitioners, especially in specialized surgical and medical services.

**King Faisal Hospital Kigali is looking for suitable candidate to fill the following positions**

| POSITION                             | COMPETENCY REQUIREMENT   | KEY RESPONSIBILITIES  | No       |
|--------------------------------------|--|---|----------|
| <b>1. Senior Procurement Officer</b> | <b>EDUCATION AND EXPERIENCE</b> <ol style="list-style-type: none"> <li>1. He/she must hold a Bachelor's degree in Procurement, Supply Chain Management.</li> <li>2. A Master's degree in Procurement, Supply Chain Management, will be considered an added advantage.</li> <li>3. He /She should have Minimum of 3 years of</li> </ol> | <ol style="list-style-type: none"> <li><b>1. Procurement Operations</b> <ul style="list-style-type: none"> <li>o Ensure procurement process for hard and soft facilities, including equipment, maintenance services, infrastructure works, and non-clinical services.</li> <li>o Ensure preparation, evaluation, and processing of tenders, RFQs, and RFPs in compliance with applicable procurement laws and hospital policies.</li> <li>o Ensure procurement activities are completed within approved timelines and budgets.</li> </ul> </li> <li><b>2. Tender Management</b> <ul style="list-style-type: none"> <li>o Prepare tender documents, evaluation criteria, and procurement plans.</li> <li>o Participate in bid opening, evaluation and contract award processes.</li> </ul> </li> </ol> | <b>1</b> |

KG 544 Street 10, Gasabo District, Kacyiru • P.O BOX 2534 Kigali, Rwanda.

**Toll-free:** 3939 • +250 788 123 200 (International) • **Email:** info@kfhkigali.com • **Website:** www.kfh.rw

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|  | <p>practical experience in procurement, preferably in a hospital, healthcare, or large institutional setting.</p> <p>4. Proven experience in tender processing and contract management.</p> <p><b>SKILLS AND ABILITIES</b></p> <ol style="list-style-type: none"> <li>1. Strong knowledge of procurement principles, tendering procedures, and contract management.</li> <li>2. Familiarity with public procurement laws and regulations in Rwanda.</li> <li>3. Excellent analytical, negotiation, and organizational skills.</li> <li>4. High level of integrity, professionalism, and attention to detail.</li> <li>5. Strong communication and stakeholder management skills.</li> <li>6. Ability to work with minimal supervision and meet tight deadlines.</li> </ol> | <ul style="list-style-type: none"> <li>o Ensure transparency, fairness, and value for money in all procurement activities.</li> </ul> <p><b>3. Contract &amp; Supplier Management</b></p> <ul style="list-style-type: none"> <li>o Support contract negotiation and administration with suppliers and service providers.</li> <li>o Maintain an updated supplier database for facilities-related procurements.</li> </ul> <p><b>4. Compliance &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>o Ensure compliance with Rwanda public procurement regulations, hospital policies, and donor requirements where applicable.</li> <li>o Maintain accurate and complete procurement records, contracts, and reports.</li> <li>o Support internal and external audits related to procurement activities.</li> </ul> <p><b>5. Coordination &amp; Advisory Role</b></p> <ul style="list-style-type: none"> <li>o Work closely with facilities, finance, and technical departments to understand procurement needs.</li> <li>o Provide procurement guidance and technical support to user departments.</li> <li>o Assist in strengthening procurement systems and procedures.</li> </ul> <p><b>6. Reporting</b></p> <ul style="list-style-type: none"> <li>o Prepare periodic procurement reports and updates</li> </ul> |  |
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**Senior Procurement Officer:**

<https://docs.google.com/forms/d/e/1FAIpQLSevYxTrFtX7pgK1MG04tBu3XhyUqJU206GhQyQxAWWMF1hfDQ/viewform?usp=publish-editor>

**How to Apply: Join us and take on the challenge to provide Patient Centered Care.**

Qualified candidates should submit their application as single PDF document—including cover letter, curriculum vitae, academic credentials, National ID, Recommendation letter from a previous employer and License for practice (Clinical Candidates) to the link mentioned above Deadline for application is this **December 26<sup>th</sup>, 2025**.

KFH, R is proud to be an Equal Opportunity Employer. We offer a competitive compensation and benefits package.

P.O.   
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**ZERIHUN ABEBE, M.D;**  
**Chief Executive Officer**



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