

## **JOB ADVERTISEMENT**

Water and Sanitation Corporations Group Ltd is the Entity setup to manage Water and Sanitation Services in Rwanda as a result of the Government of Rwanda's (**GoR**) decision to reform the former National Water Utility; WASAC Ltd in October 2023 to form WASAC Group Ltd and it's 2 subsidiaries (WASAC Utility Ltd & WASAC Development Ltd).

It is in this regard that WASAC Group Ltd wishes to hire competent and enthusiastic people for the following positions in order to achieve its Mandate;

### **1. Procurement Manager (1), WASAC Development Ltd**

**Reports to: MD, WASAC Development Ltd**

**Nature of Contract:** Open Ended Contract

#### **Key duties and responsibilities:**

- ✓ Plan, develop and manage the procurement activities for WASAC Development Ltd;
- ✓ Overseeing the organization's procurement processes to maximize the process efficiency and productivity;
- ✓ Oversee the implementation of the procurement processes and ensure they are carried out in compliance with Rwandan public procurement rules and regulations and other donor funders' rules;
- ✓ Procuring a broad range of goods and services, advise peer managers on the full range of procurement issues, providing guidance and support at all stages of the procurement cycle;
- ✓ Ensure procurement plans are in place in advance of the procurement cycle and ensure that the plans are properly laid out in order to carry out successful procurement activities in a timely and efficient manner according to all financial and procurement guidelines;
- ✓ Serve as principal adviser to senior officials, providing authoritative technical and policy advice on all aspects of procurement;

- ✓ Develop and disseminate best practices, lead and direct a procurement work team; plan and allocate work assignments; coach, mentor, and evaluate staff;
- ✓ Participate in recruitment and selection of new staff and in the development of training programs;
- ✓ Analyze unusually complex and/or critical procurement proposals of significant financial or operational impact, determine appropriate strategy/approach to best serve institutional interests, and ensure implementation, including the authorization of exceptions to established rules, practices and procedures, as necessary;
- ✓ Direct, manage and conduct planning, solicitation, negotiation, and, if necessary, termination of contractual and procurement action;
- ✓ Develop and recommend strategy for the effective implementation of procurement policies; represent the organization in key meetings with senior officials and government officials, and in negotiations with senior executives of various institutions for the purpose of concluding major contracts;
- ✓ Produce periodic and other adhoc procurement reports to guide stakeholders' actions;
- ✓ Carry out any other procurement related tasks that may be assigned by the direct supervisor and other senior management, or other individuals with the delegated authority of the institution; and build and maintain the institution's good will and effective stakeholder support and engagement through effective procurement especially with the public tender committee and the Rwanda Public Procurement Authority.

**Knowledge, experience and qualifications required**

- ✓ Master's degree in Procurement, Supply Chain Management, Business Law or Business administration, Civil Engineering, Public Administration, Economics with at least 5 years' experience in Procurement operations, 2 of which should have been in a managerial role; OR
- ✓ Bachelors' degree in Procurement, Supply Chain Management, Business Law or Business administration, Civil Engineering, Public Administration, Economics with at least 7 years' experience in Procurement operations, 2 of which should have been in a managerial role;

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- ✓ Practical experience in handling donors' funded projects such as AfDB, World Bank and others;
- ✓ Full or Partial Professional Certification in Procurement will be an added advantage (evidence of current ongoing Professional studies will be accepted);
- ✓ Practical experience is the use of e-Procurement system and the experience must be demonstrated by indicating current or previous employers;
- ✓ Membership to the Association of Procurement Professionals in Rwanda will be an added advantage.

**Required competencies**

- ✓ Fluency in English and Kinyarwanda languages (Writing, Speaking, and Reading). Knowledge of French will be an added advantage as the job's holder communicates to a diversity of suppliers and contractors);
- ✓ Excellent interpersonal skills, Oral and written communication skills;
- ✓ High, self-motivated and the ability to perform with minimum supervision, as well as within a team;
- ✓ Staff supervisory experience and demonstrated organizational skills;
- ✓ Proven managerial ability, leadership and strategic expertise;
- ✓ Demonstrated diplomatic, negotiations and interpersonal skills;
- ✓ Ability to lead and empower others;
- ✓ Ability to work under pressure.



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## **2. Procurement Specialist (1), WASAC Development Ltd**

**Reports to:** Manager Procurement Unit

**Nature of Contract:** Open Ended Contract

### **Key duties and responsibilities:**

- ✓ Participate in preparation of the draft procurement plan and the draft revision of procurement plan in accordance with the existing rules and regulations;
- ✓ Facilitate the user departments in the process of identifying procurement needs and in doing related market surveys;
- ✓ Receive and review tender requests from user departments for preparation of related tender documents;
- ✓ Participate in preparation, advertisement and follow up on opening and evaluation of tenders;
- ✓ Respond to enquiries from bidders in timely manner;
- ✓ Participate in public tender committee meetings with draft working documents to be reviewed by the committee;
- ✓ Receiving and safe keeping procurement documents;
- ✓ Request competent authorities to approve recommendations for the award of tender;
- ✓ Prepare notification letters;
- ✓ Participate in contract negotiations exercise when necessary;
- ✓ Draft contracts complying to specific rules and regulations in collaboration with the Project manager and the legal services;
- ✓ Assist his/her peers in monitoring the execution of procurement contracts in close collaboration with user departments;
- ✓ Collaborate with internal stakeholders and ensure Procurement activities are well managed;
- ✓ Ensure timely submission of periodic reports;
- ✓ Maintain accurate auditable records of all procurement process which result in high process compliance;
- ✓ Carry out any other duty assigned to him or her by the regulations governing public procurement.

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### **Knowledge, experience and qualifications required**

- ✓ Master's degree in Procurement, Supply Chain Management, Business Law or Business administration, Civil Engineering, Public Administration, Economics with at least 3 years' experience in Procurement operations, OR
- ✓ Bachelors' degree in Procurement, Supply Chain Management, Business Law or Business administration, Civil Engineering, Public Administration, Economics with at least 5 years' experience in Procurement operations;
- ✓ Practical experience in handling donors' funded projects such as AfDB, World Bank and others;
- ✓ Full or Partial Professional Certification in Procurement will be an added advantage (evidence of current ongoing Professional studies will be accepted);
- ✓ Practical experience is the use of e-Procurement system and the experience must be demonstrated by indicating current or previous employers;
- ✓ Membership to the Association of Procurement Professionals in Rwanda will be an added advantage.

### **Required competencies**

- ✓ Fluency in English and Kinyarwanda languages (Writing, Speaking, and Reading). Knowledge of French will be an added advantage as the job's holder communicates to a diversity of suppliers and contractors);
- ✓ Knowledge of laws and regulations governing procurement;
- ✓ Knowledge in procurement processes and procedures;
- ✓ Negotiations' skills;
- ✓ Excellent interpersonal skills, Oral and written communication skills;
- ✓ High, self-motivated and the ability to perform with minimum supervision, as well as within a team;
- ✓ Ability to work under pressure.



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### **3. Purchasing and Supply Chain Specialist (3), WASAC Utility Ltd**

**Reports to:** Purchasing and Supply Chain Manager

**Nature of Contract:** Open Ended Contract

**Key duties and responsibilities:**

- ✓ Participate in the development of procurement strategy, policies and procedures;
- ✓ Identify gaps in the rules and regulations governing Utility's procurement operations and propose possible changes;
- ✓ Carry out all activities related to procurement budgeting promoting the culture of costs cutting;
- ✓ Participate in preparation of the draft procurement plan and the draft revision of procurement plan in accordance with the existing rules and regulations;
- ✓ Facilitate the user departments in the process of identifying procurement needs and in doing related market surveys;
- ✓ Receive and review tender requests from user departments for preparation of related tender documents;
- ✓ Participate in preparation, advertisement and follow up on opening and evaluation of tenders;
- ✓ Respond to enquiries from bidders in timely manner;
- ✓ Participate in public tender committee meetings with draft working documents to be reviewed by the committee;
- ✓ Receiving and safe keeping procurement documents;
- ✓ Request competent authorities to approve recommendations for the award of tender;
- ✓ Prepare notification letters;
- ✓ Participate in contract negotiations exercise when necessary;
- ✓ Draft contracts complying to specific rules and regulations in collaboration with the Project manager and the legal services;
- ✓ Assist Manager Supply Chain in monitoring the execution of procurement contracts in close collaboration with user departments;
- ✓ Assist in monitoring supplier performance and ensure contractual obligations are met;
- ✓ Assist in carrying out disposal activities for the company's assets;

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- ✓ Collaborate with internal stakeholders and ensure Purchasing and Supply Chain activities are well managed;
- ✓ Monitor requisitions and produce purchase orders and reports in the existing Enterprise Resources Planning (ERP) system;
- ✓ Ensure routine Supplier Performance Evaluation to enable a database of competent suppliers/contractors/service providers and propose for debarment of incompetent ones;
- ✓ Assist in reception of ordered goods upon delivery and ensure a goods received report is availed and properly signed;
- ✓ Ensure timely submission of periodic reports;
- ✓ Maintain accurate auditable records of all procurement process which result in high process compliance;
- ✓ Carry out any other duty assigned to him or her by the regulations governing public procurement.

**Knowledge, experience and qualifications required**

- ✓ Master's degree in Procurement, Supply Chain Management, Business Law or Business administration, Civil Engineering, Public Administration, Economics with at least 3 years' experience in Procurement operations, OR
- ✓ Bachelors' degree in Procurement, Supply Chain Management, Business Law or Business administration, Civil Engineering, Public Administration, Economics with at least 5 years' experience in Procurement operations;
- ✓ Full or Partial Professional Certification in Procurement will be an added advantage (evidence of current ongoing Professional studies will be accepted);
- ✓ Practical experience is the use of any Enterprise Resources Planning (ERP) system;
- ✓ Membership to the Association of Procurement Professionals in Rwanda will be an added advantage.

**Required competencies**

- ✓ Fluency in English and Kinyarwanda languages (Writing, Speaking, and Reading). Knowledge of French will be an added advantage as the job's holder communicates to a diversity of suppliers and contractors);
- ✓ Knowledge of laws and regulations governing procurement;
- ✓ Knowledge in procurement processes and procedures;
- ✓ Negotiations' skills;
- ✓ Innovation for problem solving;

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- ✓ Analytical thinking for quality decision making;
- ✓ Business acumen;
- ✓ Understanding market trends;
- ✓ Excellent interpersonal skills, Oral and written communication skills;
- ✓ High, self-motivated and the ability to perform with minimum supervision, as well as within a team;
- ✓ Ability to work under pressure.



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#### 4. IT Help Desk/Support Officers; (5)

- a) one (1) reporting to Chief Digital Officer (**WASAC Group**);
- b) two (2) reporting to Director Corporate services (**WASAC Development**);
- c) two (2) reporting to Manager of Digitalization and IT Operations (**WASAC Utility**).

**Nature of Contract:** Open ended Contract

#### **Key Duties and responsibilities**

- ✓ Respond to customers/users' inquiries and requests related to hardware, software and network issues
- ✓ Troubleshoot hardware, software and networking related issues
- ✓ Install, configure and maintain hardware and software components
- ✓ Monitor and maintain hardware and software systems
- ✓ Perform system maintenance tasks
- ✓ Maintain accurate records of customer's inquiries
- ✓ Perform any other duties related to IT support as may be assigned from time to time
- ✓ Manage IT projects and ensure they are completed on time and within the budget
- ✓ Assist with development and compliance of IT strategies
- ✓ Support the design, implementation and support of Data security projects with emphasis in CISCO firewalls
- ✓ Identify and implement system improvement on time

#### **Qualification, experience**

- ✓ Bachelor's degree in computer science, information Technology or any relevant field
- ✓ Having experience in IT hardware, software and networking support an added value
- ✓ Knowledge of hardware, software and networking technologies
- ✓ Excellent problem-solving skills
- ✓ Strong communication and customer service skills
- ✓ Proficiency in Microsoft Office Suite, Microsoft 365, etc.
- ✓ Ability to work independently and as part of a team

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- ✓ Excellent knowledge of operating systems (Windows, MacOS, Linux based, etc.)
- ✓ Excellent knowledge of computer hardware and peripherals
- ✓ knowledge of network protocols and troubleshooting
- ✓ possessions of professional certifications such as CCNA, CCNP, Linux+ and security+
- ✓ knowledge of Microsoft NT, TCP/IP and other network protocols, design of LAN/WAN with CISCO equipment,
- ✓ Having printer/copier repair certificate will be added advantage.

#### **5. Executive Assistant; (1) WASAC Group**

**Reports to:** Chief Executive Officer

**Nature of Contract:** Open ended Contract

#### **Qualification, Experience and Key Responsibilities**

- ✓ Must have a Bachelor's Degree or Master's Degree in Business Administration, Public administration, Accounting, or Social Sciences with at least 3 years' experience for Masters' degree or at least 5 years' experience working in any of the above areas for Bachelor's degree;
- ✓ Excellent written and verbal communication skills;
- ✓ Demonstrated ability to work independently and as part of a team;
- ✓ Exceptional problem-solving and decision-making abilities;
- ✓ Acting as the point of contact among Executives, employees, clients and other external partners;
- ✓ Managing information flow in a timely and accurate manner;
- ✓ Managing Executives' calendars and set up meetings;
- ✓ Make travel and accommodation arrangements;
- ✓ Keep track of daily expenses and prepare weekly, monthly or quarterly reports;
- ✓ Oversee the performance of other clerical staff;
- ✓ Act as an office manager by keeping up with office supply inventory;
- ✓ Format information for internal and external communication – memos, emails, presentations, reports;
- ✓ Screen and direct phone calls and distribute correspondence;
- ✓ Organize and maintain the office filing system.

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### **How to apply**

The interested candidates must submit the following documents to WASAC Group Ltd Head office at Centenary House, Nyarugenge District Kigali City addressed to the Chief Executive officer;

- Application letter;
- Updated and detailed CV with at least three references;
- A copy of Degree;
- Service certificate as the proof of the related working experience;
- Copy of Identity card;

Interested applicant should be submit their soft documents to WASAC Ltd email: [recruitments@wasac.rw](mailto:recruitments@wasac.rw) / or submit hard copies to WASAC Group Ltd Head Office's Central Secretariat indicating the position applied for, not later than 25/01/2024 at 05:00pm.

Only selected candidate will be contacted.

Done at Kigali on 08/01/2024

  
**Prof. Omar MUNYANEZA**  
Chief Executive Officer  
WASAC Group Ltd.

