

Kigali.....07 SEP 2020

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JOB ANNOUNCEMENT FOR THE RECRUITMENT ON DIFFERENT POSITIONS.

Water and Sanitation Corporation (WASAC) is charged with vital responsibilities of providing clean water and sewerage services to all Rwandans.

For WASAC to be able execute this responsibility effectively and efficiently, it requires enough and competent Human Resources for attaining the set objectives.

1. PROCUREMENT MANAGER (1)

The Procurement Manager will be based in the Directorate of Support Services and will be under direct supervision of the Director of Support Services.

The Procurement Manager will be based at WASAC headquarters and responsible for the following:

- ✓ Develop and maintain a procurement manual for WASAC based on the government of Rwanda guidelines and best practice;
- ✓ Plan, develop and manage the procurement activities for WASAC
- ✓ 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;
- ✓ Authorize up to approved limit, or recommend authorization of procurement contracts/purchase orders;
- ✓ Develop proposals on revisions to procurement policies and procedures;
- ✓ Develop and recommend strategy for the effective implementation of procurement policies and reforms; 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 monthly, quarterly and other adhoc procurement reports to guide stakeholder action;
- ✓ Carry out any other procurement related tasks that may be assigned by the director general 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 Rwanda Public Procurement Authority and internal tender committee

Job Requirements

- ✓ Master's degree or Bachelor's Degree(A0) in Procurement, Business Administration, Supply Chain Management, Engineering, Economics, Project Management, Management, or any other relevant qualifications ;
- ✓ Practical experience is use of E-Procurement system;

- ✓ Having CIPS certificates will be added advantage;
- ✓ At least **Four (4) years** of experience for **master's holder** or **Six years (6)** for **bachelors' holder** while occupying one of the following positions; **Director of Procurement services, Procurement Manager, Head of Procurement, Procurement Consultant, Specialist, Procurement expert only ;**
- ✓ Be fluent in English and Kinyarwanda languages (writing, speaking, and reading). Knowledge of French will be an added advantage as a procurement function communicates to a diversity of suppliers and contractors);
- ✓ Excellent interpersonal skills, and 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 work under pressure.

2. HEAD OF GENERAL STORES UNIT (1)

Reporting to: Manager of administration and logistics unit.

Key Responsibilities:

- ✓ The head of general stores unit will be responsible for harmonizing all inventory activities in all WASAC Central stores, coordination of all central stores and branch stores including materials supplied to various WASAC projects;
- ✓ Ensuring close follow up on the un used and defected materials to be returned to central stores;

- ✓ To act as principal adviser to all matter pertaining to supply chain management such as planning, organizing, implementing, managing and general over sight to all stores activities across WASAC ;
- ✓ Ensure development, preparation, coordination and monitoring of overall stores activities ;In collaboration with other administrate unit he/she ensure that the established set of sound policy and procedure Manuel are being practiced for the better control and management of stores;
- ✓ He/she must be able to provide guidance support, and supervision to logistics offices and evaluation of their service appropriately;
- ✓ He/ she will ensure timely provision of reports monthly, quarterly, semiannually and annually report in conformity with the set-up standards, ensuring that WASAC asset are properly managed by being identified and well coded in asset register;
- ✓ He/ she ensure that regular stock taking are being conducted and generate the required report as per financial regulations.

The candidate should have a Master degree or Bachelor's degree in Business Administration, Management, Economics, Accounting, Supply chain management, Finance, Stores Management.

At least Five (5) years of working proven experience of progressive responsibility in large institutions and hands on practice in Store management, supply chain, logistics management for those with Bachelor's degree and Three (3) years of experience in for those with a Master's Degree in the above field.

3. Head Design, Zoning and Mapping (1)

The Head of Zoning and Mapping will report to **The Water operations Manager** and his responsibilities will be the following:

1. Provide leadership and strategic planning to WASAC regarding how spatial data can be used to support the projects and goals GIS execution and Simulation Services;
2. Supervising a team of staff including cartographers, data managers, analysts, support specialists etc ;
3. Serve as the focal point of contact for all GIS and simulation related activities at WASAC.
4. Follow established and generate standard GIS products including maps, shape, files, graphics, tables, and reports to meet specific customer requirements.
5. Follow established procedures, use GIS software to geo-reference digital maps to align with real ground locations based on applicable data.
6. Operate GIS-specific hardware including large format plotters and scanners.
7. Lead and coordinate GIS and CAD related data development and perform GIS analysis, queries, searches and data manipulation
8. Convert where necessary spatial data from one coordinate system to another; may convert maps into standard non- GIS formats.
9. Develop internet applicable to present GIS data and tools on corporate websites.
10. Collect field data using a GPS or other equipment as needed.
11. Any other duty that may be assigned to him by his supervisor.

Qualification and experience required:

- A degree (Bachelor's or Masters) from a reputable university with major coursework in Land Survey, Geometrics engineering, Geo-spatial engineering, Geo-informatics, Cartography/Mapping, Geo-information Science, Urban Planning or any closely related field.

- At least 5 years of proven experience in similar positions for Bachelor's degree holders and 3 year for Master's degree holders.
- Proficiency in GIS and Mapping software packages such as ArcGIS, QGIS, Google Earth etc.
- Working knowledge of Engineering design software packages such as AutoCAD
- Experience with Global Positioning Systems instruments (GPS, DGPS).
- The ability to convey GIS/spatial information to non-GIS/technical people.
- Ability to work in a team and under minimum or no supervision.
- Excellent interpersonal and communication skills.
- The ability to work under pressure and meet tight deadlines.
- The candidate should be ideally bilingual with a strong command in either English or French.
- Experience using GIS in the water sector is an added advantage.

4. Head Water Central Laboratory (1)

The Head of Water Central Laboratory will report to the Director of Urban Water and Sanitation Services and her/his responsibilities will be the following:

Provide technical and strategic support to the company by building the necessary capacity on water quality matter;

Investigate and act on quality lapses and suggest solutions to these problems;

Ensure that laboratory tests are conducted on water samples for physico-chemical and microbiological parameters;

Visit sites of concern e.g. potential sources of pollution or contamination and sources of complaints about drinking water quality and manage key stakeholder interfaces;

Investigates and mitigates consumer complaints or problems related to treatment distribution, raw water systems in terms of water quality;

Prepares laboratory and sampling schedules and chain of custody documents;

Work closely with treatment plants for process optimization in terms of chemical use and water production;

Perform other duties which may be assigned to him or her by his or her supervisor.

Qualification and experience required:

- A Degree (Bachelor's or Masters) from a reputable university with major coursework in chemistry, a hydrologist, Biology, Environmental Science, Hydrology and Water resources, Sanitary Engineering and any other related degree .
- At least 5 years of proven experience in similar positions for Bachelor's degree holders and 3 year for Master's degree holders.
- Excellent interpersonal and communication skills.
- The ability to work under pressure and meet tight deadlines.
- The candidate should be ideally bilingual with a strong command in either English or French.

How to apply

The interested candidates must submit the following soft documents to WASAC ltd
email: recruitments@wasac.rw not later than 28/09/2020 at 05:00pm.

Documents to be submitted

- ✓ Job application form on WASAC ltd website;
- ✓ A copy of Degree;
- ✓ A copy of Service certificates as the proof of the related working experience is a **MUST**;

Note: Get more information and application form on WASAC website www.wasac.rw, click on Career click again Job and get the form down on useful links.

All applicants must apply only using the above email and only selected candidate will be contacted.

Eng. Aimé MUZOLA

Chief Executive Officer

