



Nº 11.07.026/1320/26/HRM-CEO/fg

JOB ADVERTISEMENT

Water and Sanitation Corporation Group Ltd (WASAC Group Ltd), through its subsidiary, WASAC Development Ltd, is seeking to recruit competent, qualified, and motivated professionals for the following position(s) to contribute to the effective achievement of its mandate.

No	POSITION	NUMBER REQUIRED
1	Procurement Specialist	1
2	Financial Management Specialist	1
TOTAL		2

1. FINANCIAL MANAGEMENT SPECIALIST: 1 VACANCY

Location: Head Quarter

Reports to: Director of Corporate Services

Nature of Contract: Open Ended Contract

Key Duties and Responsibilities

1. Supervise and allocate the work of the Accountancy Section to ensure that all tasks are completed within prescribed timescales;
2. Contribute to the preparation of the annual revenue and capital budgets, monitoring of financial performance and completion of the annual accounts;
3. Provide support and counsel on accounting matters across SPIU on matters budget preparation, monitoring, production of final accounts and financial advice;
4. Assist with the planning, testing, training, implementation and review of all aspects of computerized financial systems;
5. Ensure the Treasury Management and Banking functions operate in accordance with legislative, regulatory and organizational requirements;
6. Provide financial input into reports to Committees and other working groups as required;
7. Identify any training and development requirements within the Accountancy Section and ensure that these are met;



8. Arrange and conduct training on accountancy or financial systems issues as required;
9. Interpret legislative and regulatory requirements where necessary and ensure any resulting amendments to processes or procedures are implemented;
10. Perform other duties as assigned.

Minimum Requirements

1. Master's degree in Finance or Accounting.
2. A minimum experience of 2 years as Accountant, Senior Accountant or Financial Management specialist in large organizations
3. Having qualifications like CPA OR ACCA is an added advantage

OR

1. Bachelor's degree in Finance or Accounting.
2. A minimum experience of 3 years as Accountant, Senior Accountant or Financial Management specialist in large organizations.
3. Having qualifications like CPA OR ACCA is an added advantage.

2. PROCUREMENT SPECIALIST: 1 VACANCY

Location: Head Quarter

Reports to: Procurement Manager

Nature of Contract: Open Ended Contract

Key Duties and Responsibilities

1. Prepare and issue procurement plans and documents, including Request for Quotations (RFQs), R Proposals (RFPs), Tender documents and bid invitations;
2. Conduct tendering processes of all activities in compliance with the ruling guidelines, regulations and Laws in respect to the fundamental principles of procurement and procurement regulations of the donors;
3. Manage supplier relationships, including regular communication, performance evaluations and issue resolution;
4. Evaluate and improve Procurement practices continuously, including identifying cost-saving opportunities and process enhancements;
5. Prepare reports on Procurement activities; performance metrics and cost savings for management;
6. Develop and maintain Procurement metrics to track performance, identify areas for improvement and report on sourcing effectiveness;



7. Ensure compliance with applicable laws and regulations related to sourcing activities and stay updated on regulatory requirements;
8. Conduct market research and analysis to stay updated on industry trends, supplier capabilities and pricing fluctuations, and be better informed on future projections and advise the team accordingly;
9. Monitor the delivery and quality of services by providers and effect penalty charges to service providers where applicable;
10. Draft weekly and monthly progress reports on ongoing procurements;
11. Draft annual reports on service provider performance and advise the management;
12. Provide regular updates to the SPIU Coordinator about the procurement performance, challenges and outcomes;
13. Maintain accurate auditable records of all procurement processes;
14. Perform other roles as may be assigned by the SPIU Coordinator.

Minimum Requirements

1. Master's degree in Procurement, Supply chain management, Business Administration, Law, or Economics.
2. A minimum experience of 2 years as Procurement Specialist, procurement officer or Procurement Manager in donor-funded projects.
3. Having qualification in procurement such as: Chartered Institute of Procurement and Supply (CIPS), Certified International Procurement Professional (CIPP), Certified International Advanced Procurement Professional (CIAPP) is an added advantage.

OR

1. Bachelor's degree in Procurement, Supply chain management, Business Administration, Law, or Economics.
2. A minimum experience of 3 years as Procurement Specialist, procurement officer or Procurement Manager in donor-funded projects.
3. Having qualification in procurement such as: Chartered Institute of Procurement and Supply (CIPS), Certified International Procurement Professional (CIPP), Certified International Advanced Procurement Professional (CIAPP) is an added advantage.



WASAC Group
Water & Sanitation Corporation
'Dignifying Life'

How to apply

Interested candidates are required to submit their application through the consulting firm contracted to conduct this recruitment on behalf of WASAC Group Ltd via the following link: <https://rightseat.rw/careers/> not later than 15/10/2026 at 5:00pm.

Documents to be submitted

- ✓ Job application letter addressed to the **CEO of WASAC Group Ltd.**
- ✓ A copy of Degree (s);
- ✓ A copy of service certificate (s) as proof of related work experience is a **MUST**.

Only selected candidates will be contacted.

Done at Kigali on, ...29 SEP 2026...

Dr. Asaph KABAASHA
Chief Executive Officer – WASAC Group Ltd

