



BACKGROUND

The Green City Kigali (GCK) is an initiative led by the Government of Rwanda, aimed at addressing environmental and urban challenges through innovative models towards Green Urbanisation. The Green City Kigali Company (GCKC), a special purpose vehicle established by the Rwanda Green Fund (Majority Shareholder) and RSSB (Minority Shareholder), is implementing the project.

Covering a designated 600-hectare area on Kinyinya Hill, the project aligns with the City of Kigali Master Plan 2050, envisioning an affordable, sustainable urban community for 170,000 to 200,000 residents. The initial phase focuses on a 16-hectare pilot site, planned for 1,700 to 2,000 units through a Public Private Partnership (PPP) with Private Developers. The project is a key component of the Rwandan-German Climate Cooperation, supported by the German government through KfW Development Bank

HEAD – COST AND CONTRACT MANAGEMENT

REPORTS TO: THE CDO (CHIEF DEVELOPMENT OFFICER)

DIRECT REPORTS: The Manager – Procurement Services (Outsourced)

PURPOSE: This role oversees cost estimations, budgeting, contract management activities and procurement for the pilot project. The role is accountable for effective management of costs across different phases of the GCKC pilot project (infrastructure and housing) – from initial calculations to the final figures. The head of cost and contract management is expected to help determine and quantify project needs - calculating costs and timelines and progress monitoring. The CCM seeks to minimize cost, mitigate risk and enhance value for money within required legal standards and quality.

KEY RESPONSIBILITIES:

- ➔ **Cost Estimation and Budgeting:** You will lead the cost estimation process for green and affordable housing projects. This includes conducting thorough cost analyses, preparing accurate and detailed cost estimates, and developing project budgets that align with sustainability and affordability goals.
- ➔ **Cost Control and Monitoring:** You will implement effective cost control measures to ensure projects stay within budget. This involves monitoring project expenditures, tracking costs against budgeted amounts, identifying cost-saving opportunities, and implementing corrective actions when necessary.
- ➔ **Contract Management:** You will manage the contract lifecycle for green and affordable housing projects. This includes preparing and reviewing contracts, negotiating terms and conditions, and ensuring compliance with contractual obligations and regulatory requirements. Additionally, you will manage contract change orders and resolving disputes that may arise during project implementation.



- ➔ **Supplier and Vendor Management:** You will identify and manage suppliers, vendors, and subcontractors involved in green and affordable housing projects. This includes soliciting bids, evaluating proposals, negotiating contracts, and ensuring the selection of reliable and cost-effective partners. Additionally, you will monitor vendor performance and foster positive working relationships.
- ➔ **Value Engineering:** You will collaborate with project teams to identify value engineering opportunities that optimize project costs while maintaining quality and sustainability standards. This involves analyzing project components, exploring alternative materials and construction methods, and identifying cost-efficient solutions without compromising project objectives.
- ➔ **Risk Assessment and Mitigation:** You will assess and mitigate financial and contractual risks associated with green and affordable housing projects. This includes identifying potential risks, developing risk management strategies, and implementing measures to minimize risks throughout the project lifecycle.
- ➔ **Financial Reporting and Analysis:** You will generate financial reports and analysis related to project costs, budgets, and expenditures. This includes providing accurate and timely financial information to stakeholders, conducting variance analysis, and communicating insights to project teams and senior management.
- ➔ **Compliance and Regulatory Requirements:** You will ensure compliance with financial, legal, and regulatory requirements related to green and affordable housing projects. This includes staying updated on relevant laws, regulations, and reporting obligations, and ensuring adherence to sustainability and affordability criteria.
- ➔ **Collaboration and Communication:** You will collaborate with internal stakeholders, including project managers, architects, engineers, and finance teams, to ensure effective cost and contract management practices. This involves facilitating cross-functional communication, addressing cost-related issues, and providing guidance on contract management processes.
- ➔ **Support to other departments:** You will provide support to other departments of the company with regard to project costing, financing and contract management.
- ➔ **Ethical and Professional Standards:** You shall endeavor to adhere to ethical standards and professional conduct in all interactions, negotiations, and decision-making processes.
- ➔ **Continuous Improvement:** You will promote continuous improvement in cost and contract management practices. This includes staying updated on industry best practices, evaluating existing processes, and implementing enhancements to optimize cost efficiency, contract management effectiveness, and overall project performance.

KEY COMPETENCES:

- ➔ **Professionalism:** You have proven conceptual, analytical, and evaluative skills as well as the ability to conduct independent reviews and identify issues; formulate options, arrive at conclusions and make sound decisions. You also have an in-depth grasp of management principles and practices with sound knowledge and command of budget development, and resource control. Besides that, you have a strategic outlook with attention to accuracy and details; numerical and data analysis skills; a creative and innovative approach to problem-solving; project management skills; resilience, determination and the ability to work well under pressure; good commercial awareness; a practical, logical and methodical approach to work; attention to detail; and detailed knowledge of past and current green housing and infrastructure; latest building and construction technology, processes, materials, business and legal matters.



- ➔ **Leadership and Teamwork:** You have strong managerial and supervisory skills as well as tact and negotiating skills, good judgment and decision-making skills. You also have an innovative and technical leadership profile. Lastly, you have the ability to perform and/or oversee the analysis of complex policy and program; ability to get decisions timely executed in a collaborative environment; the ability to develop and maintain effective work relationships with stakeholders (internal and external); strong interpersonal skills and the ability to establish and maintain effective working relations with people with sensitivity and respect for diversity.
- ➔ **Performance Management:** You have the ability to establish priorities, plan and encourage performance as well as coordinate and monitor work of others, delegate appropriate responsibility, be accountable and exercise decision-making appropriately.
- ➔ **Technological Awareness:** You have excellent computer skills, including proficiency in Microsoft Office products and complex computerized financial systems, including modeling skills and system project management skills.
- ➔ **Communications:** You have proven ability to write in a clear and concise manner and effective oral communication skills as well as skills in French and English.

REQUIREMENTS:

➔ Academic Requirement:

- A masters' degree in quantity surveying, commercial management, procurement management, civil or structural engineering, architecture, economics, project management (construction) or urban and land studies.
- A professional certification (such as chartered quantity surveyor status, PMP, PRINCE, Chartered Procurement Professional such as CIPS).

➔ Professional Requirement:

- A minimum of 9 years of experience with at least 5 years senior management experience in a similar environment.
- Proven experience in cost control and management of at least two construction projects with a budget of more than 5 million dollars in the capacity of Quantity Surveyors is required.
- Proven experience or certification on FIDIC contract administration and management is an asset.



APPLY BEFORE
21 FEB 2024

APPLY ► <https://greencitykigali.org/gckc/>

