The Rwanda Institute for Conservation Agriculture
Kagasa-Rweru Rd, off RN 15
Gaharwa village, Gashora Sector
Bugesera, Rwanda
www.rica.rw

Job Advertisement Procurement and Logistics Manager

About RICA

The Rwanda Institute for Conservation Agriculture (RICA) is a unique and innovative English language undergraduate institution dedicated to preparing the next generation of agricultural leaders of Rwanda and East Africa. Students at RICA engage in curricular and co-curricular learning opportunities emphasizing Conservation Agriculture and One Health principles, oral and written communication, leadership, and entrepreneurship.

In an experiential learning environment, students develop the knowledge and experience necessary for a wide range of careers in agriculture. Students at RICA experience the six Enterprises including Dairy, Poultry and Swine, Food Processing, Row and Forage Crops, Vegetable and Fruit Crops, Irrigation and Mechanization.

The curriculum is designed to incorporate threads of Innovation, Conservation, One Health Systems Thinking, and Entrepreneurship. Communication, One Health Systems Thinking, and Entrepreneurship are woven throughout the curriculum.

All RICA graduates will be innovative problem solvers able to operate farms and ranches, start agribusinesses, assume management roles in cooperatives, NGOs, and other agricultural enterprises, serve their communities as extension agents and technical and policy experts, or assume positions of agricultural leadership in Rwanda.

Position: Procurement & Logistics Manager
Contract Duration: Full time
Duty Station: Bugesera Campus

Role Purpose:
The Procurement and Logistics Manager leads RICA's procurement and fleet operations. The role oversees procurement planning, tendering, purchasing, importation, customs clearance, and contract management to achieve value for money and comply with institutional policies and applicable laws. The Manager also leads the driver team and oversees vehicle scheduling, maintenance, documentation, fuel use, and operating costs to provide safe and reliable transport services for staff.

Key Responsibilities:

Procurement

- Lead the development and implementation of the annual procurement plan in line with the approved budget.
- Manage the full tendering process, from preparing specifications and solicitation documents to bid reception, evaluation support, and contract award.

- Serve as Secretary to the Tender Committee, ensuring proper documentation of its proceedings and decisions.
- Conduct regular market research to inform specifications, cost estimates, and value-for-money decisions.
- Oversee day-to-day purchasing, including purchase orders, quotations, and timely delivery of goods and services, both local and international.
- Manage the importation of goods from overseas, including shipping, freight forwarding, and customs clearance.
- Build and maintain effective working relationships with the Rwanda Revenue Authority, customs officials, clearing agents, and other relevant authorities, ensuring compliance with import, duty, and tax requirements, including any applicable exemptions.
- Prepare, manage, and monitor contracts, ensuring suppliers meet agreed standards of quality, cost, and timeliness.
- Maintain an up-to-date vendor database and carry out appropriate due diligence on suppliers.
- Ensure all procurement activities comply with institutional policies, applicable laws, and high ethical standards.
- Maintain accurate procurement records and prepare regular reports on procurement activity and performance.
- Contribute to continuous improvement of procurement policies, processes, and staff awareness.

Logistics

- Contribute to the development of fleet management policies and ensure compliance with institutional standards and national transport regulations.
- Plan and coordinate the daily fleet schedule so that staff transport requests are met efficiently and on time.
- Oversee preventive maintenance, servicing, and repairs to keep all vehicles safe, roadworthy, and available.
- Manage vehicle documentation, including registration, insurance, and inspection, ensuring it stays current.
- Monitor fuel use and operating costs, identifying opportunities to improve efficiency and value for money.
- Maintain an accurate fleet management system covering vehicle records, transport requests, and usage data.
- Lead, supervise, and develop the team of drivers, including scheduling, performance management, and training.
- Promote a strong culture of road safety, defensive driving, and responsible vehicle use.
- Set and track performance indicators for the fleet and the driver team and report regularly on fleet performance.
- Communicate fleet schedules, procedures, and changes clearly to staff and departments.

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Skills, Knowledge and Abilities:

- Good knowledge and understanding of institutional procurement principles, methods, and best practices
- Good knowledge of contract management, including drafting, monitoring, and variations
- Familiarity with importation processes, including shipping, freight forwarding, and customs clearance
- Strong negotiation and supplier relationship management
- Excellent communication and interpersonal skills
- Excellent planning and scheduling abilities
- Good analytical and problem-solving skills
- Excellent teamwork
- Ability to uphold integrity, confidentiality, and ethical standards at all times.

Key Performance Indicators

Target Area (Key performance area)	Measure
1. Planning	● Annual procurement plan developed and shared by end of Q1 ● At least 85% of planned procurements executed on schedule ● Market survey updated at least every 12 months
2. Procurement efficiency and value for money	● Procurement cycle times within agreed targets for each threshold category ● Framework agreements in place for 85% of recurring item categories
3. Logistics, fleet, and deliveries	● Preventive maintenance for fleet on schedule 99% of time ● Fuel and running costs within budget; all vehicle documents current ● Local and international orders delivered on time ● No penalties on customs clearance
4. Contract and supplier management	● Contract register complete and up to date ● Performance of all major suppliers reviewed at least annually ● All contract variations above 20% referred to the Tender Committee
5. Compliance, records, and reporting	● Zero material procurement audit findings ● Debarment checks and conflict-of-interest declarations on file ● Quarterly procurement reports submitted on time ● User department satisfaction survey undertaken annually and findings acted upon
6. Team leadership	● Performance reviews and development plans completed for all drivers and team members ● Zero at-fault road accidents

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Required Qualifications and Experience

- Bachelor's degree in Procurement, Supply Chain Management, Logistics, Quantity Surveying, Business Administration, Economics, or related field.
- A minimum of 5 years' relevant working experience

Application Process and Requirements

- Fill the information required, upload and submit the documents in English to the link provided below.
- Cover Letter summarizing intent and suitability for the position.
- An updated Curriculum Vitae (CV)
- Copies of relevant academic and professional certificates
- Contact details for at least three professional referees.
- **Kindly merge your Resume, CV, Degree Certificate**, and any other relevant documents into a single PDF file before uploading.

Application Link : https://rica.bamboohr.com/careers/140

Application review will begin November 29th,2026 and will continue until the position is filled.

Website: https://www.rica.rw/