



JOB ADVERT

Supply Chain Management Specialist

Kigali, Rwanda | Full-time, permanent

Build the systems that keep clean-energy projects moving.

About Munyak Eco

Munyak Eco is a women-led Rwandan clean-energy company founded in 2013. We design, supply, install and maintain practical solar solutions for homes, businesses and institutions - including solar PV, solar water heating, cold-chain and productive-use solutions. With more than 5,000 installations, we combine strong local delivery with a clear ambition to grow across the region.

We are a member of the UN Global Compact and committed to the Women's Empowerment Principles. We believe that a strong African company can deliver both commercial results and real social and environmental impact. Our culture values integrity, ownership, teamwork, learning and practical problem-solving.

About the role

We are looking for a hands-on and organised Supply Chain Management Specialist to lead and strengthen our procurement, inventory, warehouse, logistics, fleet and fixed-asset processes. This is a key role for someone who enjoys turning a fast-moving operation into a clear, reliable and data-driven system.

You will report to the Finance & Operations Manager, work closely with technical, project, sales and finance teams, and directly supervise the Logistics Officer. You will help ensure that the right materials reach the right place on time, at the right cost - so our teams can deliver excellent work for customers.

What you will do

- Lead procurement, supplier sourcing and contract management, including the Approved Supplier List and framework agreements with key suppliers.
- Review Purchase Orders and quotation comparisons, ensure good documentation and support timely approval and payment processes.
- Improve inventory accuracy and reorder planning in Odoo; establish clear stock, lead-time and slow-moving-stock reports.
- Supervise inbound and outbound logistics, delivery follow-up, returns and warranty coordination.
- Introduce practical controls for fleet, field tools and equipment, including preventive maintenance and cost tracking.
- Work with Finance to ensure complete GRNs, delivery notes, cost allocation and monthly closing information.
- Build simple, usable SOPs, risk registers and business-continuity arrangements for supply-chain operations.



- Support import, customs and landed-cost management, and help prepare the function for cross-border growth.
- Coach the Logistics Officer and strengthen communication with Technical, Projects, Sales & Marketing and Finance.

Your profile

- Bachelor's degree in Supply Chain Management, Logistics, Business Administration, Engineering or a related field; professional certifications (CIPS, CSCP, or CPSM) is an advantage.
- At least 4-6 years of progressive experience in supply chain, procurement, logistics or inventory management.
- Practical experience with ERP systems for purchasing and inventory management; Odoo experience is strongly preferred.
- Good understanding of imports, customs procedures and supplier management in Rwanda and/or East Africa.
- Experience in renewable energy, construction, technical services or an installation-driven business is a strong advantage.
- Comfortable with Excel, data, costs and performance reports - and able to turn data into clear action.
- Strong planning, follow-up and communication skills; you raise issues early and bring practical solutions.
- Fluent written and spoken English; Kinyarwanda and/or French is an advantage.

What Munyak Eco offers

- A meaningful role in a growing, locally led clean-energy company.
- The opportunity to build systems that directly improve project delivery, customer experience and company growth.
- A collaborative team where women and men can grow, take responsibility and contribute ideas.
- Exposure to innovative clean-energy projects and regional expansion opportunities.

How to Apply

To apply, click the link below and follow the steps required:

<https://app.bag.work/jobs/Munyak-Eco/Supply-Chain-Management-Specialist-/508>

Application Deadline: Friday, October 09th, 2026

Note: Only shortlisted candidates will be contacted.

Join Munyak Eco Ltd and help drive our mission toward clean, sustainable energy for all!

Munyak Eco is committed to gender inclusion. Women are strongly encouraged to apply.