

WE ARE HIRING

SENIOR FINANCIAL MANAGEMENT SPECIALIST

Institution: Rwanda AI Agency Ltd (RAIA)

Location: Kigali, Rwanda

Type: Full-Time Individual Consultancy

Duration: 13 Months (1 December 2026 – 31 December 2027)

1. About Rwanda AI Agency (RAIA)

Rwanda AI Agency (RAIA) advances the responsible and inclusive use of Artificial Intelligence and emerging technologies to support Rwanda's national development priorities. RAIA implements the World Bank-financed preparation programme for AI for Economic Transformation in Rwanda.

2. The Opportunity

Lead fiduciary management of the PIU in line with World Bank and Government of Rwanda requirements, while developing lifecycle cost analysis and multi-year financial planning for AI technology investments.

3. Scope of the Role – Key Responsibilities

- Maintain project accounting, budgeting, financial controls and financial reporting arrangements.
- Prepare interim unaudited financial reports, withdrawal applications, bank reconciliations and audit responses.
- Manage designated account processes, payments, financial management manual and fixed asset register.
- Develop total cost of ownership methodologies and scale-up cost models for cloud, compute, software and data investments.
- Prepare multi-year budgets and affordability assessments for the follow-on operation; strengthen financial management capacity.

4. Qualifications and Experience

Minimum Requirements

- Bachelor's degree in accounting or finance AND a full professional accounting qualification (CPA, ACCA, CA or equivalent).
- At least 8 years of financial management experience, including at least 4 years on World Bank- or other internationally financed projects covering IFRs, withdrawal applications and audits.
- Proficiency in English.

Desirable Experience

- Knowledge of Rwandan public financial management systems, including IFMIS and MINECOFIN processes.
- Working fluency in Kinyarwanda (scored at interview; not mandatory).
- Technology investment total cost of ownership analysis and multi-year budgeting.
- Master's degree in finance or related field.

5. Evaluation and Selection Criteria

Criteria / Deliverable	Points / Timeline
Education and professional qualification	15

General financial management experience	10
World Bank/international financier project financial management, including IFRs, disbursement and audit	35
Total cost of ownership and multi-year technology budgeting	10
Knowledge of Rwandan public financial management systems and institutions	15
Written and oral English proficiency	10
Working fluency in Kinyarwanda (interview; not pass/fail)	5
TOTAL	100

Minimum qualifying score for interview: 70 points. The three highest-scoring eligible candidates reaching this threshold will be shortlisted; if fewer than three qualify, all qualifying candidates may be shortlisted. Kinyarwanda (5 points) is assessed at interview and is not a pass/fail requirement. The 70-point shortlisting threshold is applied to the other criteria (95 points).

6. Deliverables and Reporting Schedule

Criteria / Deliverable	Points / Timeline
D1. Financial management set-up and financial management section of Project Implementation Manual	Month 2 – Jan 2027
D2. Interim unaudited financial reports	Quarterly, per Financing Agreement
D3. Monthly bank and designated account reconciliations	Monthly
D4. Total cost of ownership methodology for technology investments	Month 5 – Apr 2027
D5. Scale-up cost models for priority use cases	Month 9 – Aug 2027
D6. Indicative multi-year budget and affordability assessment for follow-on operation	Month 11 – Oct 2027
D7. Audit coordination and management responses	Per audit schedule
D8. Financial closing plan, updated fixed asset register and handover report	Month 13 – Dec 2027

All deliverables require written acceptance by RAIA. Dates are indicative and may be adjusted by written agreement, without extending the contract beyond 31 December 2027 or increasing its approved ceiling.

7. Consultancy Engagement and Remuneration

- Time-based, full-time individual consultancy; 13 months from 1 December 2026 to 31 December 2027.
- Monthly gross fee inclusive of taxes, negotiated based on documented remuneration history within the approved assignment budget. The source ToR does not state a numeric fee ceiling.
- Eligible consultants based outside Rwanda may be reimbursed up to USD 5,000 for relocation costs against receipts.
- Reporting line: PIU Project Director, with a functional line to RAIA's Head of Finance & Administration and close coordination with MINECOFIN.
- Possible extension or new contract subject to performance, continued need, financing and applicable World Bank agreement.

8. How to Apply

Submit a cover letter, detailed CV, copies of academic degrees and professional certificates, and contact details for three professional referees.

Application title: REOI — Senior Financial Management Specialist, Project Implementation Unit

Deadline: 27 October 2026 at 5:00 PM (Kigali Time).

Online application: [Senior Financial Management Specialist](#)

9. Detailed Terms of Reference (ToR)

For the full scope, deliverables, selection rules and contract conditions, refer to Annex I of the official Request for Expressions of Interest. Inquiries: procurement@raia.rw | RAlA, Block 5, Norrsken House, 1 KN 78 St, Kigali, Rwanda

NB:

1. Open to eligible individual consultants of all nationalities; firms are not eligible
2. Selection follows the World Bank Open Competitive Selection of Individual Consultants procedure.