

Job Description - Chief Executive Officer

Green City Kigali Company (GCKC) - Kigali - Rwanda

I. Background

The National Fund for Environment (FONERWA) has secured funding from the German Development Cooperation through KfW Development Bank and the Green Climate Fund's Project Preparatory Facility (PPF), to prepare a feasibility study and to conduct an international design competition and tender process to select an Urban and Architectural Design Consultant (UADC) to undertake urban planning, infrastructure and architectural design services associated with the Green City Kigali project.

The GCK project aims to develop a model community in the 600-ha Kinyinya Hill area (Planning Area) of Gasabo, a district in the capital city, Kigali. The model will provide affordable housing for low-middle income target groups in sustainable and culturally compatible, climate-resilient urban communities, which establishes new standards that can be replicated elsewhere in Rwanda and beyond - setting a trajectory towards a Net Zero future.

A special purpose vehicle (SPV) has been established which will serve as the central vehicle for the project's implementation. This SPV is known as the Green City Kigali Company (GCKC).

The implementation of the GCK project has been divided into several phases:

Phase A Feasibility Assessment with a situation analysis on a 16-ha pilot and the design of a sustainable and green solutions framework. (November 2018 until May 2021).

Phase B Design Competition of internationally renowned architecture and engineering teams resulting in a jury-selected urban master plan for the 600 hectares of GCK and a derived design proposal for the 16-ha pilot. (September 2019 until June 2020).

Phase C Detailed Design by the winning competition team - the Urban and Architectural Design Consultant (UADC) - and rendering support in the approval- and legal anchoring process of the master plan for GCK. Final elaboration of the urban master and zoning plan and the conceptual design services for public infrastructure, public buildings and private housing units and detailed design services incl. construction tender documents for public infrastructure and public buildings until approx. December 2022.

Detailed Design by private housing developers of private housing units based on the conceptual design by the winning competition team: approx. December 2022 until December 2023.

Phase D Construction and occupation of the 16-ha pilot: December 2023 until at least December 2028 for substantial completion.

Phase E 16 -ha pilot **In Use** with need for asset and facility management.

The timing of the detailed design and development of the remaining 600-ha Kinyinya Hill area will be decided at a later stage.

II. The Chief Executive Officer

The Chief Executive Officer for the Green City Kigali Company (GCKC) has a primary responsibility for the management of the business and operations of GCKC in accordance with the GCK Company's approved constitution and policies by the GCKC Board of Directors. The CEO is also expected to believe in the concept of the Green City and the benefits delivered to Rwanda and its population. The CEO is expected to spearhead the institutional development of the nascent company – GCKC and take it to a maturity level required to achieve its goal. The CEO is also responsible for providing overall leadership and guidance in implementing the GCK project.

The CEO shall report to the Board of Directors. Specific duties and responsibilities of the Chief Executive Officer include, but are not limited to the following:

A. Duties and Responsibilities: Leadership and Relationship Management

- Provide overall leadership and management of company affairs under the guidance of the Board of Directors.
- Spearhead the development and execution of strategies based on Green City Kigali's vision specifically regarding its ambition to achieve innovation, cultural sensitivity, eco-friendliness, climate resilience and affordability.
- With the support of a Project Management Consultant contracted by FONERWA, oversee the work of the Urban Architectural Design Consultant (UADC) when developing the Masterplan for the 600-ha, detailed design for the 16-ha (infrastructure) Phase C above), and provide leadership and guidance in the implementation of the pilot project and future phases thereafter.
- With oversight from the Board, recruit and lead the GCKC senior management and team (staff and consultants) required in the implementation of the GCK Project. (Initially commence with supervision of a Development Director and perform his/her performance appraisal).
- Monitor and evaluate the performance of the team. Lead and motivate subordinates to advance employee engagement develop a high performing managerial team.

- Represent the GCKC, as its principal spokesperson, maintaining effective communication and beneficial relationships with the shareholder/s, relevant stakeholders, customers, media, statutory bodies, government institutions and the public.
- Preserve and enhance the corporate image and reputation of the GCKC and GCK Project.
- Promote a corporate culture that embraces ethical practices, individual integrity, accountability, and social responsibility.
- Promote the company to local, national, regional, and international constituencies. Promote the company through written articles and personal appearances at conferences and on other media channels.
- Participating in industry-related events or associations that will enhance the organization's partnerships, the organization's reputation/ visibility, and the organization's potential for success.
- Any other related assignment assigned by the Board of Directors.

B. Duties and Responsibilities: Strategic, Business and Operational Management

- Develop, Revise and implement the strategic and business plans of the GCKC, ensuring that they are monitored, and periodic reports are submitted timely to the Board of Directors.
- Develop, Revise, implement, monitor and evaluate the requisite financial and operational plans to implement the strategic and business plans.
- Develop, implement and monitor fund mobilization strategies and plans. Identify potential business partners or shareholders and lead negotiations with them and conclude binding agreement that are beneficial to GCK project and on behalf of GCKC under the oversight of the Board of Directors.
- Identify acquisition and merger opportunities and lead implementation activities for and on behalf of GCKC. Looking – when needed – at potential acquisitions or the sale of the company under circumstances that will enhance shareholder value.
- Enforce sustainability, social responsiveness, accountability and transparency while executing the GCK project.
- Ensure prompt submission of monthly, quarterly, and annual financial/operational reporting to the Board.
- Elaborate and implement marketing and sales strategies, enhancing the uptake of the housing products from the GCK project with an aim to maximize return on investment.

- Elaborate an investment plan to strategically re-invest Green City Kigali Companies profits. Make high-quality investing decisions to advance the business and increase profits.
- Create sustainable long-term shareholder value while securing company assets.
- Any other related assignment assigned by the Board of Directors.

C. Duties and Responsibilities: Compliance, Risk Management and Corporate Governance

- Develop and maintain the GCKC's culture, values, quality standards and regulations within the company team (staff and consultants) and other key stakeholders and partners.
- Develop and maintain the company's policies and regulations as well as systems, procedures, and processes for effective and efficient management of the company.
- Develop, implement, monitor, and evaluate the risk management framework including the risk register and appropriate mitigation measures.
- Ensure the company and project complies with all its legal, regulatory and administrative obligations.
- Ensure periodic audits are carried out as is required by the law and relevant regulations.
- In collaboration with the Board, establish and implement the Board Charter for effective Governance of the GCKC.
- Support the Board in taking informed decisions on strategic direction, ensuring timely and accurate transmission of all pertinent information and updates. Inclusive of which are the company's operational and financial affairs, project progress, matters stemming from government and regulators-fiscal, monetary, environmental, policy and regulation.
- Analyze problematic situations and occurrences and provide solutions to ensure company survival and growth. Maintain a deep knowledge of the markets and industry of the company.
- Any other related assignment assigned by the board of directors.

D. Required qualifications, skills, knowledge, and attributes

- MBA, Master's degree in Business Management and Finances, Master's degree in Financial Investment and Risks Management, Urban Planning and Development, Real Estate Property Investment, Strategic Investment, or other relevant degrees.

- Any professional certification such as certification in Finance Analysis and Appraisal, a Corporate/ Portfolio Finance or Management Training Certification or PPP management will be considered as an asset.
- At least 10 years' experience in real estate project development and management. With at least 5 years of experience in a senior managerial/executive position. International experience will be seen as an asset.
- Familiar with the public projects' implementation process, especially large-scale Affordable Housing projects. Proven experience in implementation of PPP projects.
- Proven experience in resource mobilization.
- Experience in developing profitable strategies and implementing vision
- Strong understanding of corporate finance, investment planning and performance management principles.
- Familiarity with diverse business functions such as marketing, PR, finance etc. Having professional business acumen is an asset.
- In-depth knowledge of corporate governance and general management best practices.
- An entrepreneurial mindset with outstanding organizational and leadership skills. Excellent negotiation, communication, public-speaking, and interpersonal skills.
- Be well experienced in interacting directly with senior Government officials, senior officials of firms in the private sector, and similar institutions.
- Having a clear understanding of national institutions.
- Strong analytical, problem-solving, and decision-making skills, capable of strategically orienting the GCKC and guiding the Board in strategic decision making.
- Highly ethical and committed to transparency and accountability.
- Hard working and gritty to push through challenges albeit poise under stress. Flexible and adaptable to changing environments; thrives in a bootstrapped culture.

III. Timing and Duration of the contract

- The position is expected to be filled as soon as possible and is an open-ended contract subject to annual reviews by the GCKC Board of Directors that triggers its continuity.

IV. Remuneration

- The incumbent will be offered a competitive remuneration package tailored to and commensurate with his/her experiences and educational background.

V. Expression of Interest

- If you are interested in this position please email your detailed CV, including three referees, relevant valid certificates and credentials, and a cover letter by Friday, **May 28th, 2022**, COB Kigali time, to:
The Chairperson of the Board of Directors
Green City Kigali Company (GCKC)
Kigali, Rwanda
recruitment@fonerwa.org
- Women are strongly encouraged to apply.

VI. Other

- **Only shortlisted candidates will be contacted.**
For further information on the Green City Kigali project please also consult <https://greencitykigali.org>

Teddy MUGABO MPINGANZIMA
Chairperson of GCKC Board of Directors