



Rwanda Interlink Transport Company Ltd  
KIGALI HEAD OFFICE  
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## **JOB ADVERTISEMENT**

The Rwanda Interlink Transport Company (RITCO) would like to recruit staff for the following vacant position:

### **POST: PROCUREMENT MANAGER (1)**

#### **Key Duties and Responsibilities.**

- Manage the procurement process by researching the market, preparing and issuing requests for proposals/quotes, Purchase Orders for the purchase of all goods and services, evaluations, quality and costs negotiations, and administration of awards as per the defined threshold and in accordance with approved procurement procedures;
- Resolve post contract complaints and issues and file incident reports where applicable in a timely manner for review and resolution;
- Act as a liaison with the logistics person to ensure the smooth progression of required changes to orders;
- Handle all procurement-related incidents by proactively identifying issues with day-to-day ordering processes and resolving and/or communicating the issues to management in a timely manner, as needed;
- Frequently audit that goods and services meet the procurement and quality policy on the product, availability quality of goods, and price; maintain performance records of vendors, and so continuously identify competitive sources for goods and commodities relevant to RITCO standards;
- Establish industry competitive prices and become knowledgeable of alternative products and vendors which are capable of fulfilling identified needs at a lower cost;
- Ensure the integrity of the procurement process, keep abreast of and interpret regulations governing procurement and purchasing, and keep the management team informed of urgent issues/ priorities related to procurement.

## Job Requirements and Qualifications

- Bachelor's degree in Procurement, Supply chain Management, Business Administration, or any other related field, plus Five (5) years of substantial Procurement experience, preferably in a corporate company. Qualifications in Purchasing and Supplies Management plus membership to a professionally recognized body is an added advantage;
- Solid knowledge and understanding of procurement processes, laws, systems, and policies.
- Good analytical skills and ability to verify the information.
- Excellent qualities and management, communication, and interpersonal skills.
- Ability to promote the vision and strategic goals of RITCO LTD.
- Computer proficiency in word processing, spreadsheets, presentation tools, electronic mail, and Internet software (Microsoft Office preferred).
- Strong organizational skills.
- Skilled in strategic thinking and anticipating future developments and trends to incorporate them into organizational plans.
- Demonstrated proficiency in French or English, and Kinyarwanda, oral and written.

Interested candidates are requested to submit their application letters together with detailed CVs and academic certificates and a copy of ID at [recruitment@ritco.rw](mailto:recruitment@ritco.rw) not later than Monday, March 24<sup>th</sup>, 2025 at 5:00 PM. Only candidates who meet the above requirements will be shortlisted.

Done at Kigali, on 13/03/2025.

  
NKUSI Godfrey

Chief Executive Officer.

