CURRICULUM VITAE

**FULL NAME** : DENISE KAYIGAMBA UWAMWIZA

**PERMANENT ADRESS** : Ennasr I, N°1 rue Islamabad, Tunis

**TELEPHONE NUMBER** : +216 26 689 161

**SEX** : Female

**NATIONALITY** : Rwandese

**MARITAL STATUS** : Married

**ACADEMIC QUALIFICATION** : Master of Science  (MSc) degree in Public Procurement Management for Sustainable Development

**YEARS OF EXPERIENCE** : Ten (10) years of experience

# EDUCATION QUALIFICATIONS DETAILS

1. **Master of Science (MSc) in Public Procurement**: Attended to the ICT-ILO and the University of Turin (Italy) 2009-2010
2. **Bachelor in Law :** Attended to the National University of Rwanda (Butare) 1996-1997 and awarded a degree in Law
3. **Diploma in Law :** Attended to the University of Burundi 1988-1992 (Bujumbura)
4. **A Level Certificate – 1988 :** St Ursule Institute, Namur (Belgium)
5. **Primary Leaving Certificate – 1981 :** Lycée Franco—ethiopien Gébré Mariam , Addis- Abeba (Ethiopia)

# WORKING EXPERIENCE

1. **April 2010:** consultant for the Global Fund to consolidate the procurement plan for 3 Tuberculosis Grants in Rwanda. The purpose of this assignment was to elaborate the Pharmaceuticals and Health Products Management (PHPM) TB consolidation with all currents grants signed and approved and NSA TB budget submitted.
2. **May 2007 to April 2010**: Procurement Management Specialist for Public Sector Capacity Buildin Secretariat

As The Procurement Management Specialist I was responsible of:

* + Over all responsibility and Management of Procurement Management Unit
  + Assisting in building procurement capacity to the Ministries Department and Agencies, and Local Government.
  + Handling the procurement of goods and services for the Agency in line with the procurement manual, ensuring compliance with guidelines of development partners financing MSCBP activities
  + Ensuring that the procurement plans were presented in a logical manner to enable cash flow forecasting;
  + Preparing the annual procurement plans for the Agency and facilitating its implementation in a timely and efficient manner;
  + Establishing the procurement performance indicators and milestones to be used in monitoring and assessing progress in the quality of procurement;
  + Procurement of goods and services for the Agency in line with the procurement of manual and in accordance with the IDA guidelines;
  + Liaising with the Ministries Department and Agencies, and Local Government procurement units to ensure their compliance with set procurement guidelines and procedures;
  + Training of PSCBS, Ministries Department and Agencies, and Local Government on the acceptable procurement practices in order to in built understanding and efficiency
  + Monitoring the inventory and stores levels to ensure procurement for consumables is timely
  + Supervise and evaluate staff assigned to the procurement unit
  + Formulation and updating Agency’s procurement manual
  + An updated procurement manual, which has to be easy to use by Ministries Department and Agencies benefiting from PSCBP resources

1. **October 2004 to April 2007:**  Procurement Specialist for the CEDP (Competitiveness and Enterprise Development Project) – funded by the World Bank

As The Procurement Specialist I was responsible of:

* + Over all responsibility and Management of the Procurement Unit
  + Handling procurement of goods and services for the Project in line with the World Bank guidelines;
  + Ensuring that the procurement plans are presented in a logical manner to enable cash flow forecasting;
  + Preparing the annual procurement plans for the Project and facilitating its implementation in a timely and efficient manner;
  + Procurement of goods and services for the Project in line with the procurement of manual and in accordance with the IDA guidelines;
  + Liaising with the Ministries Department and Agencies procurement units to ensure their compliance with set procurement guidelines and procedures;

1. **February 2000 to September 2004:**  working in the former National Tender Board actually the Rwanda Public Procurement Authority, especially in the Procurement Department under Services procurement division and under Law division.

As I Procurement Officer I was in charge of procurement of services for Ministries and Institution.

I also participate to the preparation of the National Law in procurement.

1. **May 1998 to January 2000:** Head of the Department of Law in Caisse Hypothécaire du Rwanda .
2. **October 1997 to April 1998 :** Legal Assistant in Rwanga & Associate Cabinet
3. **September 1995 to June 1996:** Legal Assistant in GTZ Cooperation

# TRAINING AND SEMINARS

- Juin 2000 (2 weeks) : Seminar in Draft Contract and Negotiation. Kampala (ILI)

- Avril 2001 (1 month) : Training session on the french procurement system in (Institut Forhom)

- Juin 2002 ( 1 week) : Seminar on the World Bank Procurement Procedure in Kigali

- Décembre 2003 (2 weeks) : Training workshop on Public Procurement in Roma (IDLO).

- Juillet 2004 (1 semaine) : Trade and Investment in the World Trading System in Abuja (ILI- Nigeria)

# EXTRA-ACTIVITIES / DUTIES

1. **2002 to now:** Arbitrator in Court of Arbitration for Sport (Geneva)
2. **2002 to date:** Member of the Arbitration Center of Rwanda
3. **2002 to 2005 :** Legal Adviser to the National Olympic Committee of Rwanda
4. **2001 to 2005:** State Solicitor of the Government of Rwanda

# LANGUAGES : WRITING READING

1. **French :** excellent excellent

2. **English:** good good

3. **Kinyarwanda :**  good good

**I, KAYIGAMBA UWAMWIZA Denise, certify that the above given information is true.**

KAYIGAMBA UWAMWIZA Denise