



UMUJYI WA KIGALI  
AKARERE KA NYARUGENGE

Nyarugenge District seeks to recruit highly qualified, experienced, self-motivated and hardworking professionals for the following positions:

N°	Posts	Requirements	Number of positions
1	Sector Executive Secretary	<p>A0 / A1 in Social Sciences, Arts and Sciences with 3 years of working experience Or Master's Degree in Social Sciences, Arts and Sciences with 1 year of working experience</p> <p><b><u>Key Technical Skills and Knowledge Required</u></b></p> <ul style="list-style-type: none"> <li>-Leadership skills</li> <li>-Extensive knowledge and understanding of the Central and Local Government Functionality;</li> <li>-Good knowledge of government policy-making processes;</li> <li>-Analytical, problem-solving and critical thinking skills.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Leadership skills;</li> <li>-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	3
2	Executive secretary of cell	<p>A2 in Social Sciences, Arts and Sciences with 3 years of working experience.</p> <p><b><u>Key Technical Skills and Knowledge Required:</u></b></p> <ul style="list-style-type: none"> <li>-Leadership skills</li> <li>-Extensive knowledge and understanding of the Central and Local Government Functionality;</li> <li>-Good knowledge of government policy-making processes;</li> <li>-Analytical, problem-solving and</li> </ul>	



		critical thinking skills. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Leadership skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	
3	Social-economic development officer	A2 in Humanities Science, Education, Agriculture, Rural Development	

**N.B:** The application should comprise of the following documents: Application form, a copy of the required degree and professional certificates/degree, a copy of the Rwanda National Identity card and experience proof where required. Interested and qualified candidates should bring the above mentioned documents to the district head office not later <sup>nd</sup> 24/12/2016 at 5:00pm. This announcement can be found on the Nyarugenge District website([www.nyarugenge.gov.rw](http://www.nyarugenge.gov.rw)).

Done at Nyarugenge on 24/12/2016



**KAYISIME NZARAMBA**  
Mayor of Nyarugenge District

