



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	District Executive Secretary	<p>A0 in Sciences, Arts and Social Sciences with 5 years working Experience; Law, Social Sciences, Business Administration, Master's Degree in Sciences, Arts and Social Sciences with 3 years working Experience</p> <p><u>Key Technical Skills and Knowledge Required</u></p> <ul style="list-style-type: none"> -Leadership skills -Extensive knowledge and understanding of the Central and Local Government Functionality; -Good knowledge of government policy-making processes; -Analytical, problem-solving and 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 	1
2	Procurement Officer	<p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting, Civil Engineering.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -High Analytical Skills; -Negotiation Skills; -Knowledge of basic business and purchasing practices; -Excellent Communication Skills; 	1



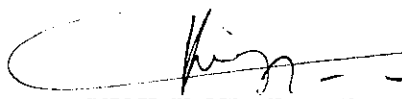
		<ul style="list-style-type: none"> -Knowledge of state contracting laws, regulations and procedures; -Knowledge of grades, qualities, supply and price trends of commodities; -Time Management Skills; -Decision making Skills; -Computer Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
3	Constituency Affairs Officer	<p>A0 in Political Sciences, Public Administration, Administrative Sciences, Sociology, Law, Psychology, Public Policy, Governance or Bachelor of Arts</p> <p><u>Key Technical skills and Knowledge Required:</u></p> <ul style="list-style-type: none"> - Good knowledge of government policy-making processes; - Analytical, problem-solving and 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; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organizational skills; - Interpersonal skills; 	1
4	Community Health and sanitation officer	<p>A0 / A1 in Public Health, Health sciences, Hospital administration, Community Health, Clinical Psychology, Hygiene and Sanitation, Environmental Health Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive knowledge and skills in Health and Sanitation -Good knowledge of government policy-making processes; -Analytical, problem-solving and critical thinking skills. -Organizational Skills; -Communication Skills; -High analytical Skills; -Complex Problem Solving; -Time management Skills; -Team working Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is 	5



		an advantage	
5	Land and infrastructures officers	<p>A0 / A1 in Land Management, Civil Engineering, Geography, Urban Planning.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Knowledge of Rwanda's Land, Infrastructures and Community Settlement -Deep understanding and knowledge of the Rwandan and regional context for Infrastructure development -Computer Skills; -Organizational Skills; -Communication Skills; -High analytical Skills; -Complex Problem Solving; -Time management Skills; -Team working Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2

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 ~~26/10~~ 26/10/2016 at 5:00pm. This announcement can be found on the Nyarugenge District website(www.nyarugenge.gov.rw).

Done at Nyarugenge on ~~18/10~~ 18/10/2016


KAYISIME NZARAMBA
 Mayor of Nyarugenge District

