



CITY OF KIGALI
GASABO DISTRICT
WEBSITE: www.gasabo.gov.rw
E-mail: info@gasabo.gov.rw
B.P. 7066 KIGALI

JOB ADVERTISEMENT

The District of Gasabo is pleased to inform the public that there are the following vacant positions to be fulfilled:

| N0 | JOB TITLE | JOB LEVEL AND NUMBER OF VACANT POSITIONS | DIRECT SUPERVISOR | JOB PROFILE | JOB DESCRIPTION |
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| 1 | Driver of the District | <ul style="list-style-type: none"> ▪ Level. 11.II ▪ Number of vacant job positions: 2 | Director of Human Resources and Administration | Driving License Category B, C or D; <u>Key Technical Skills & Knowledge required:</u> - Time keeping and organisation skills - Polite with good manners | <u>Main duties and Responsibilities:</u> - Drive staff or guests of the District to and during field missions and ensure a timely delivery/collection of mail, cargo, pouch and other items upon authorization of the competent supervisor; - Meet officials or guests of the District at the Airport or any other agreed meeting point; - Maintain regular vehicle insurance and logbook, and ensure that the maintenance and servicing of assigned vehicle are timely done and reported |



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| | | | | | <p>to supervisors;</p> <ul style="list-style-type: none"> - Maintain on a regular basis the assigned vehicle and carry out day-to-day check of its general state, ensure its cleanliness, perform minor repairs, arrange for other related repairs and supervise the assigned vehicle while in the garage; - Organize vehicle inspection/technical control by competent institutions and ensure that the steps required by rules and regulations are taken in case of involvement in an accident. |
| 2 | Secretary in the Central Secretariat | <ul style="list-style-type: none"> ▪ Level. 8.II ▪ Number of vacant job positions: 1 | Director of Human Resources and Administration | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Knowledge of Office Administration; -Communication Skills; -Computer Skills; -Interpersonal Skills; -Organizational Skills; -Stress Management Skills; -Time Management Skills; -Bookkeeping Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | <p><u>Main duties and Responsibilities:</u></p> <ul style="list-style-type: none"> - Receive and transfer/ orient mails (incoming and outgoing) and ensure the maintenance of the recording system; - Carry out fast and accurate computer-based capturing of information and mails of the institution as requested; - Classify and maintain files and documents according to the information classification or filing practices in use within the institution. |



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| 3 | One Stop Centre Lawyer | <ul style="list-style-type: none"> ▪ Level. 5.II ▪ Number of vacant job positions: 1 | Director of OSC and Land Notary | <p style="text-align: center;"><u>The requirements:</u></p> <p>To be holder of the Bachelor's degree in Law.</p> <p><u>Key Technical skills and Knowledge required:</u></p> <ul style="list-style-type: none"> ▪ Deep knowledge of Rwandan legal system; ▪ High analytical and problem solving skills; ▪ Legal research and analysis in complex areas of law; ▪ Knowledge of substantive law and legal procedures; ▪ Decision making skills; ▪ Excellent communication skills; ▪ Very effective organization skills; ▪ Team working skills; ▪ Computer skills; ▪ Fluent in Kinyarwanda, English and/or French. | <p style="text-align: center;"><u>Main duties and Responsibilities:</u></p> <ul style="list-style-type: none"> - Prepare and sign at first degree any land-related contract to be signed by competent District officials; - Provide, in collaboration with the District Notary and Legal Advisor, legal opinion, and prepare documents and conclusions concerning litigious issues involving the District on land-related matters for the Attorney General's consideration; - Anticipate any possible litigious risk likely to involve the District on land-related matters and proactively advise on mitigation measures; - Monitor the conformity of implementation of land use and infrastructure practices with applicable laws, instructions, regulations and procedures. |
| 4 | Infrastructure Management Team Leader | <ul style="list-style-type: none"> ▪ Level. 5.II ▪ Number of vacant job positions: 1 | Director of OSC and Land Notary | <p style="text-align: center;"><u>The requirements:</u></p> <p>To be holder of the Bachelor's degree in the following fields:</p> <p>Building and Construction Technology, Property Management, Infrastructure Projects Management, Logistics Management with 2 years of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> ▪ Extensive knowledge in Infrastructure Management; | <p style="text-align: center;"><u>Main duties and Responsibilities:</u></p> <ul style="list-style-type: none"> - Coordinate, at first degree, the planning, budgeting, resource mobilization, implementation, monitoring and evaluation reporting related to infrastructure management at the team level; - Coordinate, at first degree, the elaboration of a local strategy on infrastructure management, monitor its implementation across the District and produce consolidated reports thereof; |



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| 6 | Urban Planning Engineer | <ul style="list-style-type: none"> ▪ Level. 5.II ▪ Number of vacant job positions: 1 | Director of OSC and Land Notary | <p>A0 in Architecture, Urban Planning, Civil Engineering, Building and Construction Technology.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive Knowledge in Urban Planning -Organizational Skills; -Communication Skills; -Judgment & Decision Making Skills; -Time management Skills; -Team working Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | <p><u>Main duties and Responsibilities:</u></p> <ul style="list-style-type: none"> - Elaborate and monitor the implementation of detailed physical plans specific to the urban areas of the District, and produce consolidated reports thereof; - Prepare, review, update and maintain the District specific Master Plan and ensure its conformity with the City of Kigali Master Plan in order to ensure the compliance of District's urban planning with applicable policies, laws, regulations and bylaws; - Gather and analyze data and maps related to community development, urban design, neighborhood conservation, land use planning/redevelopment and closely follow up on technical studies of urban planning and habitat; - Identify and propose new housing sites and infrastructure needs; - Develop, in collaboration with other concerned staff, a housing plan specific to the District, both within its urban and rural settlements. |
| 7 | Youth, Sports and Culture Officer | <ul style="list-style-type: none"> ▪ Level. 5.II ▪ Number of vacant job positions: 1 | Director of Good Governance | <p>A0 in Social Works, Cultural Anthropology, Sociology, Clinical Psychology, Education Sciences, History, Physical Education and Sport, Management or Bachelor of Arts</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive knowledge in Youth, Sports and Culture -Good knowledge of government policy-making processes; | <p><u>Main duties and Responsibilities:</u></p> <ul style="list-style-type: none"> - Elaborate a local strategy on youth, sports and culture and monitor its implementation at the Sector level and produce consolidated reports thereof; - Elaborate the budget of the National Youth Council (NYC) at the District level and follow up on its execution and develop project proposals to mobilize additional resources; |



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| | | | | <ul style="list-style-type: none"> -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 an advantage | <ul style="list-style-type: none"> - Coordinate, monitor and evaluate the activities of the National Youth Council at the Sector levels; - Coordinate campaigns meant to raise and sensitize the youth on productive activities and supervise the promotion of youth, sports and cultural activities across the District; - Maintain an updated database of youth-led organizations operating within the District. |
| 8 | Investment Promotion and Financial Services Officer | <ul style="list-style-type: none"> ▪ Level. 5.II ▪ Number of vacant job positions: 1 | Director of Business Development and Employment | <p>A0 in Economics, Business Economics, Agri-business, Microfinance Banking, Finances, Trade and Investment, Commerce, Marketing, Management.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive Knowledge in Investment promotion -Financial services skills -High Analytical skills; -Coordination, planning and organizational skills -Report writing and presentation skills; -Leadership skills; -Interpersonal skills; -Effective communication skills; -Administrative skills; -Time management skills; -Team working skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | <p><u>Main duties and Responsibilities:</u></p> <ul style="list-style-type: none"> - Identify, update and promote investment and funding opportunities/potentialities available within the District and coordinate the channeling of information to existing or potential investors; - Elaborate and ensure a coordinated implementation of campaign programs meant to mobilize people into collective investment groups; - Identify and promote potential sites for business facilities construction across the District; - Elaborate and implement, in close collaboration with other concerned stakeholders, a set of strategies meant to attract business and financial institutions. - Organize sensitization campaigns of the operators of the private sector and of the population to invest in training and apprenticeship - Develop and implement mechanisms to promote auto job training |



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| 9 | Finance and Administration Officer | <ul style="list-style-type: none"> ▪ Level. 6.II ▪ Number of vacant job positions: 13 | Executive Secretary of the Sector | <p>A0 in Management, Finance, Public Finance, Accounting, Business Administration, Public Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Knowledge of Rwanda's financial management standards and procedures; -Knowledge of Rwanda Public Service Management Standards and procedures; -Knowledge of Accounting principles and practices and financial data reporting; -Knowledge of Human Resource Management Principles and Practices; -Knowledge of Rwanda Public Financial Law; -Leadership and management skills; -Planning and organisational, Budgeting skills; -Communication skills; -Time management Skills. | <p><u>Main duties and Responsibilities:</u></p> <ul style="list-style-type: none"> - Deputize the Executive Secretary of the Sector in his or her absence; - Supervise the planning, budget execution processes and manage the personnel of the Sector; - Prepare periodic cash flow plans, fund requests and coordinate payments for goods and services delivered by operators to the Sector; - Verify the accuracy of books of accounts, filing and ensure their compliance with public financial management practices; - Advise technically the Executive Secretary of the Sector on all matters pertaining to resource utilization. - Keep registers of annual inventories of assets of the institution and calculate annual depreciation of fixed assets. |
| 10 | Land and Infrastructures Officer | <ul style="list-style-type: none"> ▪ Level. 6.II ▪ Number of vacant job positions: 2 | Executive Secretary of the Sector | <p>A0 / A1 in Land Management, Civil Engineering, Geography, Urban Planning.</p> <p><u>Key Technical Skills & Knowledge required:</u></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; | <p><u>Main duties and Responsibilities:</u></p> <ul style="list-style-type: none"> - Provide land-related notary services to service seekers as per the competencies set forth by the law; - Implement District's strategies and programs on land and infrastructure in conformity with existing national policy, rules and regulations; - Avail necessary data for the issuance of land titles and constitute a database of used and unused land in the Sector. - Identify infrastructure facilities needs at the Sector level and report them to competent authorities; - Follow up on activities related to |



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| | | | | <p>-High analytical Skills; -Complex Problem Solving; -Time management Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p> | <p>infrastructure works in the sector;</p> |
| 11 | Social Affairs Officer | <ul style="list-style-type: none"> ▪ Level. 6.II ▪ Number of vacant job positions: 1 | <p>Executive Secretary of the Sector</p> | <p>A0 / A1 in Social Works, Education, Psychology, Demography, Clinical Psychology, Sociology, Arts and Humanities, Public Administration, Administrative Sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <p>-Extensive knowledge and skills in Social Affairs -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 an advantage</p> | <p><u>Main duties and Responsibilities:</u></p> <ul style="list-style-type: none"> - Coordinate the inclusive identification of vulnerable groups at the Sector level and their needs in accordance with the criteria established by higher authorities; - Implement the District's empowerment strategy for vulnerable groups towards their graduation; - Monitor and evaluate the impact of inclusive social protection programs or initiatives within the Sector and produce consolidated reports thereof; - Monitor the functioning of the Women promotion programs, Children promotion programs, Persons with Disabilities promotion programs at the Sector level and produce consolidated reports thereof; - Organize, in collaboration with other stakeholders, campaigns (training, workshops, meetings, etc.) aimed at improving the inclusive development of vulnerable groups the Sector and Cells; - Develop and keep updated a database of vulnerable groups as well as graduates living in the Sector. |



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| 12 | Accountant | <ul style="list-style-type: none"> ▪ Level. 6.II ▪ Number of vacant job positions: 4 | Executive Secretary of the Sector | <p>A0 / A1 in Accounting, Finance, Management with specialization in Finance/ Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc).</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Knowledge of cost analysis techniques; -Knowledge to analyse complex financial information & Produce reports; -Deep understanding of financial accounts; -Planning and organisational skills; -Communication skills; -Strong IT skills, particularly in Financial software (SMART IFMIS); -Judgment & Decision Making Skills; -High Analytical Skills; -Interpersonal skills; -Time management Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | <p><u>Main duties and Responsibilities:</u></p> <ul style="list-style-type: none"> - Keep and update the books of accounts of the Sector; - Impute budgetary expenditures and file all supporting documents related to these operations; - Verify whether disbursements initiated take into account priorities of the Sector and respect financial procedures; - Carry out periodic bank accounts reconciliation; - Carry out the management and replenishment of petty cash of the Sector and file all supporting documents; |
| 13 | Agriculture and Natural Resources Officer | <ul style="list-style-type: none"> ▪ Level. 6.II ▪ Number of vacant job positions: 1 | Executive Secretary of the Sector | <p>A0 in Agriculture, Agri-Business or A1 in Agriculture or A0 in Rural Development, Rural Engineering with A1 or A2 background in Agriculture.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Knowledge of Rwanda's Agriculture sector policies and strategies; - In-depth understanding and knowledge of the Rwandan and regional context for agribusiness development; -Computer Skills; -Organizational Skills; | <p><u>Main duties and Responsibilities:</u></p> <ul style="list-style-type: none"> - Implement the District's agriculture strategy and programs in conformity with national policies and strategies; - Implement national measures for natural resource protection and report any violation to the competent authorities; - Provide technical advices, organise training sessions, public awareness campaigns and disseminate new agricultural technologies among the |



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| | | | | <ul style="list-style-type: none"> -Communication Skills; -High analytical Skills; -Complex Problem Solving; -Time management Skills; -Team working Skills; -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage | <p>beneficiaries;</p> <ul style="list-style-type: none"> - Identify, map and monitor crop diseases prevailing in the Sector and advice on preventive and reactive measures; - Inspect whether mine operators' practices comply with the mining industry regulations and standards. |
| 14 | Community Health and Sanitation officer | <ul style="list-style-type: none"> ▪ Level. 6.II ▪ Number of vacant job positions: 1 | Executive Secretary of the Sector | <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 an advantage. | <p><u>Main duties and Responsibilities:</u></p> <ul style="list-style-type: none"> - Implement the District's strategy on community health and sanitation in line with national policies and programs; - Organize and conduct public awareness campaigns at the Sector level on health and sanitation issues, including diseases and malnutrition prevention and control; - Supervise the quality of services rendered by health facilities at the Sector level and consolidate data on the situation of subscription to medical insurance schemes (including Mutuelle de Santé); - Monitor the allocation and use of funds intended to support community health and sanitation for vulnerable people. |



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| 15 | Executive Secretary of the Cell | <ul style="list-style-type: none"> ▪ Level. 13.VII ▪ Number of vacant job positions: 4 | Executive Secretary of the Sector | <p>A2 in Social Sciences, Arts and Sciences with 3 years of 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 | <p><u>Main duties and Responsibilities:</u></p> <ul style="list-style-type: none"> -Perform daily duties of the Cell administration and monitor the administration of Villages and produce reports thereof; - Follow up, in collaboration with relevant organs, on the security of people and their property in the Cell; -Coordinate community development and citizen participation activities; -Mobilize the local population on government policies and programs and implement decisions by higher authorities and or the Cell Consultative Council; -Render services provided at the cell level as per the law, and receive and solve or channel issues affecting citizens and provide them with a feedback; -Serve as a minutes taker to the Cell Consultative Committee meetings, monitor all activities of Land Committees, and serve as a nonprofessional bailiff at the Cell level; -Supervise the collection and consolidation of data on specific public (policy) issues at Cell level, and manage the finances and assets of the Cell. |
| 16 | Socio-economic Development Officer | <ul style="list-style-type: none"> ▪ Level. 14.VIII ▪ Number of vacant job positions: 21 | Executive Secretary of the Sector | <p>A2 in Humanities Science, Education, Agriculture, Rural Development.</p> <p><u>Key Technical Skills and Knowledge Required:</u></p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of the Central and Local Government Functionality; | <p><u>Main duties and Responsibilities:</u></p> <ul style="list-style-type: none"> -Collect and consolidate data on specific public (policy) issues pertaining to socio-economic development and record data about death and birth across the Cell; -Identify socio-economic development needs at the Cell level and accordingly advise on response measures; |



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| | | | | <ul style="list-style-type: none"> -In-depth understanding and knowledge of the Rwandan and regional context for agribusiness development; -Computer Skills; -Organizational Skills; -Communication Skills; -High analytical Skills; -Complex Problem Solving; -Time management Skills; -Team working Skills; -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. | <ul style="list-style-type: none"> -Elaborate, under the supervision of the Executive Secretary of the Cell, programs of community works; -Supervise the execution of community development and citizen participation activities across the Cell and produce consolidated reports thereof; -Prepare documents to be signed by the Executive Secretary of the Cell and assist him/her in the production of the Cell's activities performance reports. -Facilitate gathering data related to the employment status within the cell. |
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Interested candidates can apply via **E-Recruitment** not later than December ¹².th, 2018. The documents needed are: **an electronic job application form using online E- recruitment process, a copy of degree and a copy of identity card.**

N.B: Candidates with degrees that were attained from other countries are requested to attach their **equivalence** which is attained from High Education Council.

Done at Gasabo, on December ⁰⁶.th, 2018.

RWAMULANGWA Stephen
Mayor, Gasabo District

