

REPUBLIC OF RWANDA



EASTERN PROVINCE

KAYONZA DISTRICT

B.P 03 RWAMAGANA

E-mail: kayonzadistrict@kayonza.gov.rw

Website : www.kayonza.gov.rw

JOB VACANCY

Kayonza District wishes to recruit for following vacant posts :

No	Post	Number of post vacant	Level	Supervisor	Profile and Qualifications	Job descriptions
1.	JADF	1	5.II	Director of Good Governance	A0 In Development Studies, Political Sciences, International Relations, Governance, Administrative Sciences, Public Administration, Management, Economics. <u>Key technical skills and knowledge required:</u> -Coordination, planning and organizational skills -Leadership skills -High Analytical skills; -Report writing and presentation skills; -Leadership skills;	-Identify and maintain an updated databank of all development partners operating within the District; -Facilitate a regular and optimal functioning of JADF, including at Sector level, and consolidate all reports thereof; -Assist in the management of partnerships and coordination of development partner's interventions operating within the District; -Analyze development partners' annual plans and assist in the assessment of their interventions outcomes on the delivery

					<ul style="list-style-type: none"> -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>of District's development, objectives & targets;</p> <ul style="list-style-type: none"> -Advise the District on potential sources of funding by various District -Development Partners.
2.	Social Affairs (Sector Level)	1	6.II	<p>Executive Secretary Of Sector</p> <p>A0 / A1 in Social Works, Sociology, Psychology, Demography, Clinical Psychology, Education Science, Education Psychology, Arts and Humanities, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -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 	<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 	

						<p>consolidated reports thereof;</p> <ul style="list-style-type: none">- 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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3.	Education Officer (Sector Level)	1	6.II	Executive Secretary Of Sector	<p>A0 / A1 in Education Sciences, Education Psychology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive knowledge and skills in Education -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 	<ul style="list-style-type: none"> - Conduct financial and administrative inspection of public schools (elementary, primary, secondary and TVET schools) in line with the directives of the District, Laws and regulations; - Conduct administrative inspection of private schools (elementary, primary, secondary and TVET schools) and other informal education providers in line with the directives of the District and Laws and regulations; - Inspect the hygiene in schools in accordance with sanitation measures; - Keep statistics related to school turn up, drop-out, graduation and adult literacy; <p>Audit the quality of education provided by schools at Sector level.</p>
4.	Land, infrastructures, habitat and community settlement (Sector Level)	1	6.II	Executive Secretary Of Sector	<p>A0 / A1 in Land Management, Civil Engineering, Geography, Rural Settlement, 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 Settlements -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; 	<p>A0 / A1 in Land Management, Civil Engineering, Geography, Rural Settlement, 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 Settlements -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;

					<ul style="list-style-type: none">-Team working Skills;-Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	<ul style="list-style-type: none">-Time management Skills;-Team working Skills;-Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage
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5.	Secretary and Customer Care Officer	1	9.II	Executive Secretary Of Sector	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Marketing, Communication</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; -Book keeping Skills; -Fluent in Kinyarwanda, English and/ or French; 	<ul style="list-style-type: none"> - Maintain the incoming and outgoing correspondences of the Sector; - Manage the agenda of the Executive Secretary; - Receive clients' queries and direct them to the right personnel; - Keep the Sector's store and manage flux on a daily basis; - Prepare logistics for meetings held at the Sector level.
6.	Forestry extension Officer (Contractual Staff).	6	13.VII	Executive Secretary Of Sector	<p>A2 in Forestry, Agroforestry, Agriculture</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive Knowledge in Forestry -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 the Sector's strategy on forests and monitor its implementation across Sector and produce consolidated reports thereof; - Organize, in close collaboration with relevant stakeholders, trainings and public awareness campaigns meant to disseminate new forestry technologies among beneficiaries; - Supervise the identification and mapping of forest diseases, reforestation and forests protection needs, vulgarization and valorization of trees and forests at the sector level and advise on the

						<p>preventive and reactive measures across the Sector;</p> <ul style="list-style-type: none"> - Inspect whether forests harvesting practices comply with the applicable regulations and standards; - Maintain an updated database of forests operators within the Sector, analyze the impact of their work on sustainable local development and advise the Sector accordingly.
	Total	11				

HOW TO APPLY :

Should you wish to apply for any of the above posts :

Go to <http://recruitment.mifotra.gov.rw>

Register by creating username and password and providing your email

Complete your profile

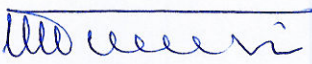
Apply for the vacancy

Upload PDF copies of your identification (ID or Passport) and relevant academic papers

All applicants must apply using our online application system ;Application received via email or hand delivery will not be considered/accepted.

All the necessary information guiding application is included in the system, and in case you face any challenges in applying , please call 0788514055 / 0788409214.This job announcement is also available at Kayonza District's website (www.kayonza.gov.rw),the closing date for submission of application is 27/07/2018, no late applications will be accepted.

Done at Kayonza ,on 17/07/2018



MURENZI Jean Claude

Mayor of Kayonza District

