



Republic of Rwanda
City of Kigali



JOB VACANCY

Based on the Law N° 22/2019 of 29/07/2019 governing the City of Kigali, it seeks to recruit high qualified, professional, experienced, self-motivated, hardworking and morally upright within its employees, to fill vacant positions of the Sector Executive Secretary.

As it is an internal recruitment, **only City of Kigali staff and staff members of its administrative entities (Districts/ Sectors/ Cells) qualified for the above mentioned post are encouraged to submit their applications** composed by motivation letter, required degree, detailed CV and copy of ID or Passport to info@kigalicity.gov.rw not later than 25th May 2021.

Job title and level	N° of positions	Job Description	Job Profile
Executive Secretary of Sector / Level 3.II	3	<ul style="list-style-type: none"> - Coordinate the planning, implementation, monitoring, evaluation and reporting of all activities executed by the sector as set forth by the law; - Implement all decisions taken by the Sector Council and directives made by District authorities or higher authorities of the country; - Supervise activities related to civil registration and officiate marriages; - Monitor the implementation of master plan at the Sector level and deliver building rehabilitation authorizations in grouped agglomerations and settlements; - Monitor and evaluate the administration of Cells and serve as member of the Districts Technical Coordination Committee. 	<p>A0 in Social Sciences, Art and Sciences with a minimum of 3 years working experience or Master's degree in Social Sciences, Art and Sciences with a minimum 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</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 ability to balance multiple priorities and keep up with project scope changes; -Able to work well with both international and national clients -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.

Done at Kigali, on/...../2021

Julian RUGAZA
City Manager

