



KOMISIYO
Y'IGIHUGU
ISHINZWE ABANA

COMMISSION
NATIONALE POUR
LES ENFANTS



Advancing Child Rights and Protection

JOB ANNOUNCEMENT

National Commission for Children (NCC) would like to recruit a qualified, hardworking, well motivated and experienced professional to fill the position of Monitoring and Evaluation Specialist for the Tubarerere Mu Muryango Program, **Social Assistant and Secretary**

1. Monitoring and Evaluation Specialist for the Tubarerere Mu Muryango Program

a. Minimum requirements

Bachelor's degree, preferably in Economics, statistics, M&E and Project management with minimum working experience of 3 years in relevant domains. Having a Master's degree in above mentioned discipline with 1 year of working experience will be an added value.

b. Key skills and knowledge

- Designing tools and strategies for data collection, analysis and production of reports
- Designing and implementing M&E systems
- Knowledge of relevant /any specific software for M&E data analysis, and MIS (SPSS, MS Access, Epidata etc.);
- Knowledge and skill in designing and managing databases and data management systems using open source platform;
- Fluency in English and Kinyarwanda. The knowledge of French will be an added advantage.

Duration of contract

Two years contract renewable upon availability of funds and satisfactory annual performance evaluation.

GITAGATA CENTER

2. Social Assistant

Requirement : A2 in Human Sciences , Education and social Work

Key technical skills and knowledge required:

- Knowledge of Handling Psychological disorders;
- problem solving skills;



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- Knowledge of Managing Students
- Decision making skills;
- communication skills ;
- Very effective organization skills;
- Fluent in Kinyarwanda, English and/or French.

3.SECRETARY

Requirement: A1 in Secretarial Studies, Office Management; Or A0 in Management, Public Administration, Administrative Sciences, Sociology and social work

Key technical skills and knowledge acquired

- Office Management Skills;
- Excellent Communication, Organizational, Interpersonal Skills;
- Computer knowledge (Work Processing, Power Point and Internet)
- Analytical and problem solving skills;
- Time management skills;
- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage

HOW TO APPLY

Applications for the above mentioned position should be in English and include a filled application form to be downloaded from the website of P.S.C (www.psc.gov.rw), accompanied with non-certified copies of degrees, certification of working experience, a copy of ID card and detailed CV documenting work experience and achievements. The applications should be submitted at NCC reception from 18/01/2017 up to 24/01/2017 at 5 pm (17:00 PM). Only selected candidates will be contacted.

For more detail, please visit NCC website at ncc.gov.rw

Done at Kigali, on 9th January 2017

Dr. Claudine UWERA KANYAMANZA
Executive Secretary
National Commission for Children

