



**INTARA Y'IBURASIRAZUBA
AKARERE KA RWAMAGANA**
Email rwamaganadistrict@gmail.com.
BP 24 Rwamagana

The Rwamagana District wishes to recruit Motivated,hard working and qualified employee on the following Post :

N O	JOB TITLE	LEVE L	NUMBE R OF EMPLO YEEES NEEDE D	JOB PROFILE	PROPOSED DUTIES AND ATTRIBUTION
1.	DIRECTOR OF GOOD GOVERNANCE	3.II	1	A0 in Political Sciences, Public Administration, Administrative Sciences, Public Management, Governance, Local Government Studies, Social work, Sociology, Philosophy with 3 years of working experience; or Master's Degree in Political Sciences, Public Administration, Administrative Sciences, Public Management, Governance, Local Government Studies, Social work, Sociology, Philosophy with 1 year of working experience	<ul style="list-style-type: none"> - Coordinate the planning, resources mobilization, implementation, monitoring and evaluation reporting of the Unit and Sectors on matters related to Good Governance, and instil the practice of knowledge management; - Coordinate the elaboration and oversee the implementation of actionable strategies or plans meant to localize national policies and District Council's decisions pertaining to good governance and specific programs; - Coordinate campaigns meant to raise local population awareness on the importance of good governance and specific programs; - Coordinate the channelling and follow-up on population complaints and grievances; - Coordinate the planning of and monitor Umuganda activities across the District and consolidate Sector's reports thereof; <p>Serve as a member of the District Technical Coordination Committee and advise the institution on matters pertaining to good governance and specific programs.</p>



2.	DIRECTOR OF SOCIAL DEVELOPMENT	3.II	1	A0 in Social Work, Sociology, Clinical Psychology, Education Sciences, Public Administration, Administrative Sciences, Development Studies, Rural Development with 3 years of working experience; or Master's Degree in Social Work, Sociology, Clinical Psychology, Education Sciences, Public Administration, Administrative Sciences, Development Studies, Rural Development with 1 year of working experience	<ul style="list-style-type: none"> - Coordinate the planning, budgeting, resources mobilization, implementation, monitoring and evaluation reporting of the Unit and Sectors in the area of social development, and instill the practice of knowledge management; - Coordinate the elaboration and oversee the implementation of actionable strategies or plans meant to localize national policies and the District Council's decisions pertaining to social development and social welfare; - Coordinate campaigns meant to raise local population awareness on the importance and opportunities related to social development and social welfare; - Maintain an updated and consolidated database of social development and welfare initiatives running within the District; - Serve as a member to the District Technical Coordination Committee and advise the institution on matters pertaining to social development and social welfare.
3.	DIRECTOR OF PUBLIC HEALTH	3.II	1	A0 in Public Health, Health Sciences, Clinical Psychology, Social Work with 3 years of working experience; Or Master's Degree in Community Health, Public Health, Health Sciences, Clinical Psychology, Social Work with 1 year of working experience	<ul style="list-style-type: none"> - Coordinate the identification of the District's health needs and priorities to facilitate an integrated planning, budgeting, resources mobilization, implementation, monitoring and evaluation reporting related to health at the Unit, Sector and health facilities levels, and instill the practice of knowledge management; - Coordinate a multi-stakeholders' elaboration of actionable strategies or plans meant to localize national policies and the District Council's decisions pertaining to health and oversee their implementation; - Coordinate the dissemination and monitor the implementation of national guidelines, protocols by health facilities and coordinate campaigns meant to raise local population's awareness on community health including the benefits of community health insurance schemes; - Maintain an updated consolidated database



					<p>of health initiatives/interventions implemented within the District and work hand in hand with the Human Resource Unit in the elaboration of capacity building initiatives meant to address capacity gaps in the health sector at the District level;</p> <ul style="list-style-type: none"> - Serve as a member of the District Technical Coordination Committee and advise the institution on matters pertaining to health.
4.	DIRECTOR OF EDUCATION	3.II	1	<p>A0 in Education Sciences with 3 years of working experience; Or Master's Degree in Education Sciences with 1 year of working experience</p>	<ul style="list-style-type: none"> - Coordinate the identification of the District's education needs and priorities to facilitate an integrated planning, budgeting, resource mobilization, implementation, monitoring and evaluation reporting related to Education at the Unit, Sector and education facility levels and instill the practice of knowledge management; - Coordinate a multi-stakeholders' elaboration of actionable strategies or plans meant to localize national policies and the District Council's decisions pertaining to education and oversee their implementation; - Coordinate the implementation of campaigns meant to raise local population awareness on the benefits of universal education, promote children's rights related to access to quality education, and fight against school dropouts; - Coordinate, in close collaboration with the school construction engineer, the identification of school construction and rehabilitation needs and coordinate the elaboration and regular update of the District's school map; - Maintain an updated consolidated database on education and work hand in hand with the Human Resource Unit in the identification of staffing needs and elaboration of capacity building initiatives meant to address capacity gaps in the education sector across the District; - Serve as a member of the District Technical Coordination Committee and advise the institution on matters pertaining to education.



5.	DIRECTOR OF AGRICULTURE AND NATURAL RESOURCES	3.II	I	A0 in Agriculture, Rural Development, Agricultural Economics, Forestry, Veterinary Science, Environmental Sciences with at least 3 years of experience; Or Master's Degree in the above fields with 1 year of working experience	<ul style="list-style-type: none"> - Coordinate the planning, resources mobilization, implementation, monitoring and evaluation, reporting of the Unit and Sectors on matters related to Agriculture and Natural Resources and instill the practice of knowledge management; - Coordinate the development and oversee the implementation of actionable strategies or plans meant to localize national policies and the District Council's decisions pertaining to agriculture, livestock and natural resources; - Coordinate campaigns meant to raise local population awareness on the use and importance of modern techniques of agriculture, livestock and natural resource management; - Coordinate the supervision of activities of animal and plants control diseases organized at the Sector level and facilitate access of local farmers products to the market; - Serve as a member of the District Technical Coordination Committee and advise the institution on matters pertaining to agriculture, livestock and natural resources management.
6.	ADVISOR TO THE EXECUTIVE COMMITTEE	3.II	I	Bachelor's Degree in Political Sciences, Law, International Relations, Governance, Management, Public Administration, Administrative Sciences or Bachelor of Arts with at least 3 years of working experience or Master's Degree in Political Sciences, Law, International Relations, Governance, Management, Public	<ul style="list-style-type: none"> - Analyze any information (documents, files, reports, etc.) and issues brought to the attention of the Executive Committee for consideration and action, produce an executive summary thereof where appropriate and advise on alternative solutions; - Analyze the impact of intended and or existing Memoranda of Understanding (MoU), bilateral or multilateral agreements entered into or to be entered into by the District and advise accordingly; - Analyze the annual performance report of the District and provide advice on areas of improvement; - Draft and or review speeches and any other message to be delivered by members of the Executive Committee and serve as minutes taker for meetings of the Executive Committee; - Serve as a member of the District



				Administration, Administrative Sciences or Bachelor of Arts with at least 1 year of working experience	Technical Coordination Committee. Draft and or review speeches and any other message to be delivered by members of the Executive Committee and serve as minutes taker for meetings of the Executive Committee; - Serve as a member of the District Technical Coordination Committee.
7.	LAND ADMINISTRATOR	5.II	I	A0 in Land Administration, Law, Public Administration, Administrative Sciences, Rural Settlement or Bachelor of Sciences	- Make preliminary assessments of applications for land leases and accordingly advise service seekers; - Manage, in close collaboration with the One Stop Centre Archivist, all land documents, both digital and analog; - Report to relevant authorities and update or advise relevant stakeholders on progress in the area of land administration.
8.	IRRIGATION OFFICER	5.II	I	A0 in Agriculture, Agri-Business or A0 in Rural Development with A1 or A2 background in Agriculture	- Elaborate a local strategy on agriculture, monitor its implementation at Sector level and produce consolidated reports thereof; - Organize, in collaboration with relevant stakeholders, trainings and campaigns meant to raise local population awareness on the use and importance of modern techniques of agriculture and supervise activities of plant control disease at Sector level; - Supervise the identification and mapping of crop diseases prevailing at the Sector level and advise on the preventive and reactive measures across the District; - Supervise, monitor the distribution and use of fertilizers and selected seeds across Sectors; - Supervise the drainage and irrigation work across Sectors.



9	LOCAL REVENUE INSPECTOR	5.II	1	A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognized by IFAC (ACCA, CPA, etc)	<ul style="list-style-type: none"> - Work hand in hand with concerned staff at Sector level to identify and update the tax payers database; - Monitor tax recovery activities at the District and Sector levels; - Consolidate data and relevant reports from Districts on fiscal tax and non-fiscal tax recovery; - Coordinate sensitization and mobilization campaigns of all existing and potential tax payers on tax-related laws, regulations and policies; - Coordinate fiscal inspection of taxpayers across the District and produce consolidated periodical inspection reports as per the regulations and procedures in use.
10	ACCOUNTANTS OF THE SECTOR	6.II	2	A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc)	<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;
11	EXECUTIVE SECRETARY OF CELL	13.VII	4	A2 in Social Sciences, Arts and Sciences with 3 years of working experience.	<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



					<p>feedback;</p> <ul style="list-style-type: none"> -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.
12	SOCIAL ECONOMIC DEVELOPMENT OFFICER	14.VIII	5	A2 in Humanities Sciences, Education, Agriculture, Rural Development	<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; -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
13	INTEGRATED DEVELOPMENT PROGRAM(IDP)	Under-contract	1	A0 in Civil Engineering,Economics,Project Management and Rural Development with 3 years of working experience	<ul style="list-style-type: none"> -Follow up on the implementation of integrated development Program in the District(IDP). -Follow up on the implementation of IDP-NTEBE/KITAZIGURWA(IDP Model Village).
14	ITORERO COORDINATOR&COMMUNITY MOBILISATION OFFICER	5.II	1	A0 in Political Sciences, Public Administration, Administrative Sciences,Social works, History, Sociology, Education Sciences, Linguistic and Literature.	<ul style="list-style-type: none"> - Elaborate a local strategy on Itorero and Community Mobilization, monitor its implementation across Sectors and other public and non-public institutions, and produce consolidated reports thereof; - Coordinate the establishment and supervise the functioning of Itorero program at Sector level, schools, public and private institutions across the District;



					<ul style="list-style-type: none"> - Monitor the mobilization and recruitment of volunteers and coordinate the evaluation of their activities across the District; - Coordinate activities of the National Commission of Unity and Reconciliation across the District and serve as the Secretary to the Itorero activities Coordination committee; - Maintain and update a consolidated databank of Itorero and Unity and Reconciliation activities at the District level.
15.	AGRICULTURE AND NATURAL RESOURCES OFFICER OF THE SECTOR	6.II	1	A0 in Agriculture, Agri-Business or A1 in Agriculture or A0 in Rural Development, Rural Engineering with A1 or A2 background in Agriculture	<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 beneficiaries; - 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.
16	Forest officer	Under Contract	2	A2 in Forestry, <u>Key Technical Skills & Knowledge required:</u> -Extensive Knowledge in Forestry -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"> - 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 preventive and reactive measures across the District; - Inspect whether mining and forests harvesting practices comply with the applicable regulations and standards; - Maintain an updated database of forests and natural resources operators within the Sector, analyze the impact of their work on sustainable local development and advise the Sector accordingly.



HOW TO APPLY

- Go to <http://recruitment.mifotra.gov.rw>
- Register by creating username and password and providing your email
- Complete your profile
- Apply for the Job
- Upload PDF copies of your identification(ID card),required degree not certified.

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.This job announcement is also available at Rwamagana District website:www.rwamagana.gov.rw

Deadline for application is on 31/10/2017

Done at Rwamagana on 28/10/2017



KAKOOZA Henry

Executive Secretary of Rwamagana District

