

REPUBLIC OF RWANDA



Ministry of Local Government

P. BOX: 3445 KIGALI

Website: www.minaloc.gov.rw.

Job opportunity

Ministry of local Government would like to recruit highly motivated, and committed staff for the following posts to fill vacant positions on its Structure:

Post	Duties	Qualifications	Number
1.Civil Registration Specialist	Key Technical Skills & Knowledge required:- Knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Knowledge of approaches or models for building better governance; - Knowledge of the legislative background of Local government Entities; - Knowledge of administrative issues; - Skills of all Good Governance Standard for Public Services; - Understanding of rural development, with a focus on participatory processes, joint management; - Good contextual knowledge of local issues, community priorities, organizational relationships, social and cultural constraints and realities, and environmental conditions;- Computer Skills;- Organizational Skills;- Communication Skills;- High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills;- Time management Skills;- Team working Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	A0 in Law with 3 years of working experience or Master's Degree in Law	1

<p>2. Community Development and Umuganda Specialist</p>	<p><i>Key Technical Skills & Knowledge required:-</i> Knowledge of Community development programmes and perspectives; - Knowledge of different development approaches; - Knowledge in elaboration of Umuganda policies, programs and relevant indicators; - Computer Skills; - Organizational Skills;- Communication Skills ; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills;- Time management Skills;- Mobilization Skills;- Team working Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	<p>- A0 in Development Studies, Economics, Management, Administrative Sciences, Public Administration, Rural Development, and Political Science, Sociology, Social work with 3 years of working experience or a Master's degree in A0 in Development Studies, Economics, Management, Administrative Sciences, Public Administration, Rural Development, and Political Science, Sociology, Social work</p>	<p>1</p>
<p>3. Food and Nutrition Specialist</p>	<p><u>Key Technical Skills & Knowledge required:</u> - Knowledge of national food and nutrition policies and strategies - Knowledge of principles and practices of Food Security and Nutrition programs in Rwanda; - Knowledge of agriculture policies and strategies - Knowledge of Agriculture nutrition sensitive - Experience in interaction with development partners; - Computer Skills - Organizational Skills; - Strategic planning skills - Communication Skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	<p><u>QUALIFICATION AND EXPERIENCE</u> Masters degree in Agriculture, Animal Sciences, university degree of dietetics or human nutrition; or master degree in nutrition or university degree of agriculture/animal sciences A0 degree in agriculture, veterinary medicine or animal sciences with at least, 3 years of proven working experience in above areas.</p>	<p>1</p>

<p>4. Good Governance and Decentralization Policy Specialist</p>	<p><i>Key Technical Skills & Knowledge required:-</i> Knowledge in all aspects of Good Governance;- Knowledge of scope, challenges and problems concerning local development and decentralization service delivery; -Knowledge of approaches or models for building better governance; - Knowledge of the legislative background of Local government Entities; - Knowledge of administrative issues; - Skills of all Good Governance Standard for Public Services; - Good contextual knowledge of local issues, community priorities, organizational relationships, social and cultural constraints and realities, and environmental conditions; - Computer Skills;- Organizational Skills ;- Communication Skills; - Judgment & Decision Making Skills;- Time management Skills;- Team working Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	<p>A0 in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics or Master's Degree in Public Administration, Political Sciences, Administrative Sciences, Social work, Sociology, Development Studies, Management, Economics</p>	<p>1</p>
<p>5. Local Government Financial Analysis Specialist</p>	<p><i>Key Technical Skills & Knowledge required:-</i> Knowledge of Rwanda's financial management standards and procedures;- Knowledge of Financial Analysis and Accounting principles and practices- Knowledge of Rwanda Public Financial Law;- Knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Communication skills;- Strong IT skills, particularly in Financial software (SMART IFMIS);- Time management Skills- Judgment & Decision making skills;- Complex Problem solving;- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	<p>A0 Economics, Management, Business Administration, Accounting, Finance.</p>	<p>1</p>

6. Statistician	Key Technical Skills; 6. Mathematical skills and knowledge of use of statistical packages such as SPSS or other statistical and or mathematical analysis programs; - Skills in sampling, collecting, computing, and analyzing statistical data, and applying statistical techniques; - 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.	A0 in Statistics, Applied Mathematics and Economics	1
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How to apply :

The file of candidate should contain:

Detailed curriculum vitae; Photocopy of ID Card; Photocopy of Degree, Testimonial to prove experience

Interested applicants should download and fill application forms available on the

www.psc.gov.rw.

Note that application forms should be accompanied with a copy of the required Degree and a copy of the National Identity Card. the candidates with foreign academic paper/ degree are required to submit their copy of equivalence.

All applications in sealed envelopes should be addressed to the Permanent Secretary of Ministry of Local Government offices situated at Kacyiru not later than 10th Jan, 2017 at 12:00PM

Done at KIGALI on 28th December, 2016

UWAMARIYA Odette
Permanent Secretary

