

REPUBLIKA Y'U RWANDA

Kigali,
N^o



MINISTRY OF LOCAL GOVERNMENT
P. BOX: 3445 KIGALI
Website: www.minaloc.gov.rw

JOB OPPORTUNITY

Ministry of Local Government wishes to recruit motivated, hardworking and qualified staff on the following Post:

No	Post	Job Specifications
1	Call Center Officer (1)	<p>A0 in Communication, Public Relations, and Development Studies.</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none">-Excellent communication skills both oral and in writing- IT skills;-Excellent interpersonal skills;-Report writing & Presentation skills;- Good Organizational and Time-management Skills,- Team working Skills;- Effective Public relations & Public speaking skills;- Interviewing Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage;

HOW TO APPLY:

Interested Candidates should download & fill Job application forms from the Public Service Commission (PSC) website www.psc.gov.rw.

The form should be accompanied with a copy of Required Degree, National Identity Card and Updated CV & Three Referees.

Those with foreign Degrees should attach a copy of Equivalence

The form should be submitted to the Ministry of Local Government Head Quarter, P.O BOX 3445 Kigali, Gasabo at Kacyiru not later than 26/01/2016 at 12:00noon.

Only shortlisted Candidates will be contacted.

Done at Kigali on/...../.....

MUNYESHYAKA Vincent
Permanent Secretary