

**REPUBLIC OF RWANDA**



**MINISTRY OF LOCAL GOVERNMENT**

**P.O. BOX 3445 KIGALI**

**Website: [www.minaloc.gov.rw](http://www.minaloc.gov.rw)**

**The Ministry of Local Government through SPIU seek to recruit Decentralisation & Local Government Specialist for a one-year renewable contract to support Decentralisation and Governance Sector Working Group Secretariat. (Re-advertised)**

**1. Tasks and Responsibilities**

- Support the Chair and Co-Chair to prepare SWG meetings (clear agenda circulated in advance, invitations and circulation of working documents with sufficient time for stakeholders to review and provide input), make follow-up of the actions taken on behalf of the chair and co-chair.
- To support the preparation and execution of Joint Sector Reviews (JSR) as per the planning calendar issued by MINECOFIN; and make follow on the implementation of the recommendation of the JSR report.
- Take a record of SWG meetings, file and avail them to users whenever required and manage the entire secretariat activities.
- Support the Chair to coordinate all activities within the sector and ensure alignment and harmonization to reach sector outcomes, draw his attention to any issue requiring it.
- Support the office of DG for Territorial Administration and Good Governance in identifying and analysing key policy issues to inform discussion in technical working groups (TWGs) and decision making at the SWG level.
- Support Technical Working Groups to implement their responsibilities, attend meeting of the TWGs whenever required, receive and store/file minutes of the TWGs.
- Directly bring to the attention of PS key issues of the SWG that need his immediate action.
- Contribute to the strengthening of Decentralization Sector Coordination mechanisms at all levels including the regular review of G&D Sector Strategic Plan (SSP).
- Assist MINALOC in ensuring that meetings are held as scheduled, points of action are closely followed up and relevant stakeholders provide the expected inputs (analysis, reports, presentation, and minutes) to the SWG in a timely and professional manner.
- To perform any other assignment(s), deemed necessary and relevant by the supervisor.

## 2. REQUIRED QUALIFICATIONS AND EXPERIENCE

- ✓ Master's degree in public administration, political science, institutional development, social studies or related fields;
- ✓ At least 5 years' experience in public sector of which a substantial part related to policy analysis and advice in the area of decentralisation and local government;
- ✓ Rwandan Nationality.

## 3. How to apply

**The file of the candidate should have the following:**

Motivation letter accompanied by detailed CV clearly indicating how the candidate's profile meets the above requirements; photo copy of the national identity card, photo copy of degree and attestation to prove experience, the candidates with foreign academic paper/ degree will be required to submit their copy of equivalence.

Interested candidates should download and fill application forms available on the website: [www.psc.gov.rw](http://www.psc.gov.rw).

Application in sealed envelope should be addressed to the Permanent Secretary in the Ministry of Local Government office situated at Kacyiru not later than 30<sup>th</sup> September, 2016 at 11h30.

  
MUNYESHYAKA Vincent

Permanent Secretary

*Handwritten note:*  
V.P.S. Bernard Niyobire  
DG Planning, M&E and AG PS