

REPUBLIC OF RWANDA



MINISTRY OF LOCAL GOVERNMENT

Tel: 583595 /Fax: 582227

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

B.P 3445 KIGALI

The Ministry of local Government would like to recruit temporary staff /contractual workers for one (1) Year renewable to support in National ITORERO Commission (NIC)

| Job   | Attributions  | Specific Requirements for the Post  | Numbers |
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| <b>Director of Administration and Finance</b> | <ul style="list-style-type: none"> <li>• Coordinate the Budget preparation as well as the execution of the Budget;</li> <li>• Supervise the Human Resource management ;</li> <li>• Supervise the financial management of National Itorero Commission;</li> <li>• Coordinate the activities related to the NIC's logistic;</li> <li>• Appraise performance of Unit staff and coordinate performance appraisal of NIC's Staff.</li> <li>•</li> </ul>  | Master's in Finance, Accounting and Management option Finance /Accounting or Bachelor's degree in Public Finance, Accounting professional recognized by IFAC (ACCA, CPA etc) and Management option Finance/ Accounting with 3 years relevant working experience | 1       |
| <b>Accountant</b>                             | <ul style="list-style-type: none"> <li>• Prepare various payment as per invoices submitted to NIC.</li> <li>• Carry out budget expenditures posting and file all documents pertaining to these operations;</li> <li>• Carry out monthly bank reconciliations</li> <li>• update cash –book and file all documents relevant to cash payments;</li> <li>• Prepare monthly, quarterly and annually financial reports and statements to be submitted to the Ministry in charge of finance and</li> </ul> | Bachelor's degree in Public Finance, Accounting or Management specializing in Accounting plus level II professional qualification recognized by IFAC (ACCA, CPA etc), with one year working experience.   | 1       |

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|  | Planning.   |   |   |
| <b>Budget Officer</b>                        | <ul style="list-style-type: none"> <li>• Participate in budget drawing up activities,</li> <li>• Evaluate the costs of planned activities,</li> <li>• Integrate different units' programmes,</li> <li>• Ensure regular follow up of budget execution,</li> <li>• Analyse budget discrepancy gaps,</li> <li>• Verify the conformity and coherence of payment request's documents,</li> <li>• Compile updated statistics relating to payment operations,</li> <li>• Register and file payment documents,</li> <li>• Establish the payment orders and the bills for the authorisation by the treasurer,</li> <li>• Prepare and regular review of the cash flow plans of the Commission,</li> <li>• Prepare monthly, quarterly, and annual Budget execution report of activities.</li> </ul>  | Bachelor's degree in Management, Accounting and Finance or Economics with two years relevant experience   | 1 |
| <b>Human Resources and Logistics Officer</b> | <ul style="list-style-type: none"> <li>• Prepare payrolls of NIC's Staff ;</li> <li>• Organise recruitment, induction and placement of new staff ;</li> <li>• update administrative files of personnel and make sure files are well filed;</li> <li>• Receive and handle specific staff; complaints relating to HR management;</li> <li>• Elaborate training needs assessment for the NIC's staff;</li> <li>• Prepare staff training plan and its follow up;</li> <li>• Declare on time taxes, social security funds contribution, medical insurance;</li> <li>• To analyse results compared with indicators defined in performance contract;</li> <li>• To manage the staff's dates of leave</li> <li>• To verify the respect of laws, regulations and instructions of public servants;</li> <li>• To initiate studies of measures aimed at improving the staff's output;</li> </ul> | Bachelor's degree in Human Resources Management, Public Administration, Business Administration or Management with two years relevant experience. | 1 |

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|   | <ul style="list-style-type: none"> <li>• Ensure management of movable and immovable assets;</li> <li>• Manage administrative buildings and installations;</li> <li>• Ensure good maintenance of movable assets and technical equipment;</li> <li>• Make inventory and carry out assets counting,</li> <li>• Design purchase orders forms and make follow up on deliveries;</li> <li>• Prepare and submit stock reports periodically (monthly, quarterly and annually)</li> <li>• Ensure calculation of depreciations of fixed assets.</li> </ul>   |  |   |
| <b>Secretary in central Secretariat and customer care officer</b> | <ul style="list-style-type: none"> <li>• Ensure effective management of all correspondences:</li> <li>• Register and dispatch courier of service;</li> <li>• File documents / dossiers of unit ;</li> <li>• Prepare outgoing correspondences;</li> <li>• Ensure good management of dossiers/documents</li> <li>• Take full responsibility for dealing with relevant customer complaints, queries and request;</li> <li>• To receive and orient the customers who come in NIC;</li> <li>• Clearly identify and define issues being raised by customers</li> </ul>   | A1 in secretarial studies with one year experience.  | 1 |
| <b>Administrative Assistant to the C/Man</b>                      | <ul style="list-style-type: none"> <li>• Organise Executive Secretary's office</li> <li>• Examine dossiers / issues submitted to the Chairman ;</li> <li>• Dispatch dossiers / issues upon necessity;</li> <li>• Hold updated programmes and audiences of the Chairman;</li> <li>• Identify priority issues for consideration by the Chairman ;</li> <li>• Record, process and classify confidential files of the C/man;</li> <li>• Respond to telephone calls;</li> <li>• Arrange different appointments for the C/man;</li> <li>• Put correspondences in their respective destinations/Addresses.</li> </ul> | A university degree in Secretarial studies or Bachelor's degree in Public Administration with one year experience. | 1 |
| <b>Procurement Officer</b>  | <ul style="list-style-type: none"> <li>• Act as secretary to Internal Tender Committee;</li> <li>• Draw up plans of the tendering</li> </ul>   | Bachelor's degree in Management, Economics, Business   | 1 |

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|                         | <p>process;</p> <ul style="list-style-type: none"> <li>• Assist different units in matters relating to the tendering dossiers;</li> <li>• Publish and distribute the tendering dossiers;</li> <li>• Receive and deposit the offers in the secured places;</li> <li>• participate in the opening and evaluation sessions of offers;</li> <li>• Prepare the notification letters of markets;</li> <li>• Elaborate the reports of the allocated markets;</li> <li>• Ensure the filing of tender documents;</li> <li>• Follow up the appropriate execution of contracts with the beneficiary units;</li> <li>• Provide information and documentation required by the National Tender Board;</li> <li>• Post the National Tender Board website the information concerning public markets of the NIC</li> </ul> | Administration, Finance or Accounting with two year's relevant working experience.                                       |   |
| <b>Planning Officer</b> | <ul style="list-style-type: none"> <li>• Consolidate action plans of the National Itorero Commission;</li> <li>• Coordinate the preparation of the work program for each fiscal year for approval;</li> <li>• Centralize and use statistical data and reports relevant to planning;</li> <li>• Prepare monthly, quarterly and annual institutional reports.</li> </ul>  | Bachelor's degree in Planning, Management, Economics, Public Administration with two year's relevant working experience. | 1 |
| <b>ICT officer</b>      | <ul style="list-style-type: none"> <li>• Develop NIC IT development plan;</li> <li>• Establish the procedure to manage information Technology;</li> <li>• Propose replacement and additional elements for the improvement of the computer network functioning;</li> <li>• Develop database management software for different units;</li> <li>• Work closely with Units to update and upgrade the website of NIC;</li> <li>• Carry out daily data back up;</li> <li>• Carry out weekly inspection on</li> </ul>  | Bachelor's degree in Information Technology or Computer Science with one year relevant working experience.               | 1 |

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|  | <p>computer equipment in order to prevent eventually mechanical breakdown;</p> <ul style="list-style-type: none"> <li>• Plan and prepare terms of reference for IT equipment;</li> </ul>   |  |   |
| <b>Mentoring Officer</b>                               | <ul style="list-style-type: none"> <li>• Developing mentoring methodological approach;</li> <li>• Identify different categories to mentored;</li> <li>• Continuous Integration of values and taboos among Rwandans;</li> <li>• Updating mentoring curriculum for different categories</li> <li>• Organizing Training of trainers (mentors)</li> </ul>  | Bachelor's degree in sociology, social work, political science, Public Administration, education, Law, Rural development, Business Administration  | 1 |
| <b>National Service Program and deployment officer</b> | <ul style="list-style-type: none"> <li>• Preparing National service road map(program development plan);</li> <li>• Mapping National service fellow's deployment.</li> <li>• Identification of National service fellows in take per year;</li> <li>• Harmonize identification of National Service activities;</li> <li>• Organizing Public concerts for recognition of excellent performers and blame poor performers</li> </ul>  | Bachelor's degree in sociology, social work, political science, Public Administration, education, Law, Rural development, Business Administration ,Management, Economics. With knowledge of National development programs and ability to mobilize the population for national service. | 1 |
| <b>Public Relations and Communication officer</b>      | <ul style="list-style-type: none"> <li>• Treating the image of NIC;</li> <li>• Inform the public and Partners on NIC activities by using media and adapted supports of communication in accordance with concerned targets while creating relational quality based approach with partners and public;</li> <li>• Develop a plan for internal and external communication for the implementation of NIC programs;</li> <li>• Prepare communication strategies for NIC;</li> <li>• Prepare speeches, messages and press release from the authorities of the</li> </ul> | Bachelor's degree in Public Relations Communication, Journalism, with excellent communication and interpersonal skills both verbal and written.  | 1 |

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|  | <p>Commission;</p> <ul style="list-style-type: none"> <li>• Improve the level of understanding of the population on NIC missions and activities and maintain a good picture of it;</li> <li>• Design and implement annual communication program to inform the public and partners on achievements and activities realized by the Commission;</li> <li>• Inform authorities on quality of Institution image according to public and partners point of view;</li> <li>• Ensure protocol of Institution if necessary;</li> <li>• Ensure media Coverage of meetings and national and international conferences associated to the NIC's activities;</li> <li>• Foster good relations with various public and private media in the benefit of the NIC;</li> <li>• Publish and disseminate messages, speeches and interviews of the NIC;</li> <li>• Prepare mass media campaign programs on both public and private radios, TVs and Newspaper</li> </ul> |  |  |
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**How to apply:**

The file of candidate should contain:

Detailed curriculum vitae; Photocopy of ID Card; Photocopy of Degree,

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

All applications in sealed envelopes should be addressed to the Permanent Secretary of Ministry of Local Government offices situated at Kacyiru not later than 27 July,

2012 4 H00 P.M

**Done at Kigali on 20th July 2012**

**TURATSINZE Cyrille**

The Permanent Secretary in Ministry of Local Government

