



**MINISTRY OF LOCAL GOVERNMENT.**

B.P. 3445 Kigali

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

The Ministry of Local Government was established under the law N° 238/03 of 08/12/2016, and is responsible for coordination of good governance and high quality territorial administration programs that promote economic, social and political development throughout the nation.

**TERMS OF REFERENCE**

**1. Civil Registration Specialist (1)**

Particulars of the Job

Unit: Territorial Administration and Good Governance

Job Level: 3.II

Reports to: Director General, Territorial Administration and Good Governance

**Roles and Responsibilities**

- To advise the ministry of local government on the scope, challenges and problems concerning local development and decentralisation of service delivery for civil registration;
- To lead and participate in the legal frameworks review regarding the registration of vital events and the production of vital statistics;
- To lead and participate in the current status of public service delivery and production of data from the Civil Registration and Vital Statistics system in Rwanda;
- To lead and participate in joint coordination of civil registration activities at local level in close collaboration with other stakeholders;
- To organise the general public awareness on the timely registration of all vital events for a better service deliveries at local level;
- In collaboration with CRVS stakeholders, to  
organise and design the approach and models for building a better governance of legislative background of local entities, administration issues, good governance standards for civil registration
- In close collaboration with NISR and NIDA, to conduct a regular monitoring of civil registration records and propose the relevant solutions to the ministry and other stakeholders
- To coordinate the joint effort policies from different stakeholders working in the civil registration operations;
- To work closely with NIDA and NISR on vital statistics reporting and dissemination.
- To train staff responsible of civil registration at local level in order to ensure the reliability of service delivery and reporting;



- To perform any assignment given by his superior

**Profile and Experience:**

- Bachelor's degree in Public Administration, Political Sciences, Administrative Sciences, Sociology, Development Studies, Management, Economics, Demography studies, Anthropology studies and Statistics with 3 years relevant working experience.
- Master's Degree in Public Administration, Political Sciences, Administrative Sciences, Sociology, Development Studies, Management, Economics, Demography studies, Anthropology studies and Statistics.

**Personal Attributes**

- Strong analytical skills and knowledge of local government issues, stakeholders' organization relations, community priorities, environmental conditions, economic, social and cultural constraint;
- Demonstrable experience in conducting qualitative analysis to clearly synthesize and present findings, draw practical conclusions, make recommendations and prepare well-written reports timely;
- Experience in analytical skills on complex problem solving with good judgment especially in local administration related activities;
- Self-starter with leadership skills in order to take charge of or facilitate requirement of gathering sessions.

**2. Social Protection Programs Specialist (I)**

Particulars of the Job

Unit: Community Development and Social Affairs

Job level: 3.II

Reports to: Director Social Affairs

**Duties and Responsibilities**

- Liaise with all stakeholders (Government affiliated agencies, Civil society Organizations and NGOs) to ensure the smooth implementation of National policies, strategies, programs, legal texts and standards related to SP;
- Ensure the Ministry Performance in social protection meets national, regional and international standards;
- Carry out research relevant to his/her attributions to ensure standardized and effective performance;
- Develop terms of reference for policy formulation and technical assistance in Social Protection;
- Research on regional and international best practices lead to total coverage of the poor and vulnerable and promotes graduation in order to propose policy actions for improvement in Rwanda;
- Develop strategies and guidance notes to ensure that sector programs are benefiting the poorest, including specific vulnerable groups amongst the extreme poor, such as female headed households, disabled people, vulnerable children and elderly people, historically marginalized people etc.. and how they can graduate out of Poverty.







- Review all payment done during the period under review for such as, Monthly, Quarterly;
- Provide Findings to the units under audit;
- Provide final reports to the Ministry and Audit Committee.
- Advice on the appropriateness of accounting records and financial reporting
- Assess whether current controls are adequate to identify risk and provide assurance on adequacy and effectiveness of risk management practices;
- Help management to improve efficiency and to ensure that governance, risk management and internal control systems are operating efficiently and effectively.
- Examine adherence to any policy, contractual, regulatory and legislative requirements
- Participate in significant initiatives and priorities and providing solutions to financial and internal controls;
- Safeguard objectivity and ensure he/she is not play management role.
- Review management responses to internal audit reports;
- Prepare reports on the implementation of recommendations
- Summarize Internal Audit activities in a consolidated report to be submitted to the audit committee;
- Copies to the concerned chief Budget manager and to the office of Government Chief Internal Auditor (GCIA);
- Represent internal audit in committee meetings

#### **Profile and Experience**

A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting  
Master's degree in the above

#### **Personal Attributes**

- Detailed knowledge of financial and Audit standards, HR and Financial, Regulations, Procedures.
  - Financial software such as IFMIS
  - Planning skills
  - Excellent communication, organization and interpersonal skills.

#### **4. SPIU Coordinator (1)**

##### Particulars of the Job

Unit: SPIU

Job level: 1.V

Reports to: Permanent Secretary

##### Position Overview

The Coordinator of the Single Project Implementation Unit (SPIU) in the Ministry of Local Government oversees all on-going and in-coming programs/projects for the ministry. He/she works under the direct supervision of the Permanent Secretary. The SPIU coordinator is the Director of Intervention (DI) for the Rwanda Decentralisation Support Programme (RDSP), jointly managing the programme with the BTC Co-manager for RDSP.





## **Duties and Responsibilities**

### **1. Project/Programme Development and Strategy**

- Takes lead in the preparation of draft project/programme proposals under SPIU for review by MINECOFIN and development partners, in close coordination with concerned MINALOC departments and affiliated agencies;
- Ensures contribution of donor-funded projects/programmes under MINALOC to relevant Government policies, strategies and programmes at design, planning and implementation stages;
- Ensures that Steering Committee orientations are translated into programme operations;
- Reports to the Steering Committees on programme strategy implementation;
- Advises MINALOC and Development Partners on how to enhance strategic alignment and result-effectiveness of donor-funded projects/programmes under MINALOC;
- Hosts appraisal/ supervision missions of development partners
- Ensures that TAs under donor-funded projects/programmes under MINALOC provide contributions to sector dialogue (e.g. at TWG level);
- Advises MINALOC on policy dialogue related to donor-funded projects/programmes;
- Oversees studies undertaken through donor-funded projects/programmes under MINALOC and ensures that their recommendations serve as inputs at policy level;
- Monitors progress of sector indicators as related to donor-funded projects/programmes under MINALOC;
- Contributes to Joint Sector Reviews.

### **2. Project/Programme Planning, Implementation, Monitoring, Evaluation and Reporting**

- Leads and supervises activities in planning, implementation, monitoring, evaluation, reporting and closing of donor-funded projects/programmes under SPIU MINALOC;
- Ensures alignment of these projects/programmes with Government procedures (operational and fiduciary), as well as their compliance with modalities agreed between by the Ministry and Development Partners; when necessary, advises MINALOC and Development Partners on ways to enhance alignment and compliance;
- Ensures integration of donor-funded projects/programmes under MINALOC in the planning, M&E and reporting mechanisms of the sector and of possible Implementing agencies;
- Supervises and optimizes coordination and monitoring processes of donor-funded projects/programmes by SPIU MINALOC;
- Ensures regular submission and approvals of projects/programmes implementation plans and budgets in line with modalities agreed between MINALOC and Development Partners;
- Chairs Programme Management Meetings and Technical Committee meetings of programmes implemented under the SPIU.
- Approves SPIU action-plans and procurement plans;
- Closely follows-up programme implementation and result-effectiveness; takes action to avoid delays and to enhance Project/programme effectiveness towards objectives achievement;
- Supervises collaboration with partner institutions for the implementation of grant agreements with a focus on smooth, timely implementation and results orientation; makes recommendations to concerned stakeholders for improvements;
- Ensures compliance of implemented activities with project/programme requirements;
- Supervises preparation of reports (activity and financial) based on guidelines and requirements of MINECOFIN and development partners;
- Supports and closely follows mid-term reviews and end of project reviews;

### **3. Administrative and fiduciary Management of donor-funded projects/programmes under MINALOC**

- Ensures adequateness of administrative and fiduciary management procedures of donor-funded projects/programmes under MINALOC, and their compatibility with those of MINALOC;
- Supervises budget preparation and financial planning for donor-funded projects/programmes under MINALOC; ensures validation of annual budgets;





- Monitors and approves accounting, financial reports and budget execution;
- Monitors management of contracts and grant agreements under donor-funded projects/programmes coordinated by the SPIU, and takes appropriate measures when required;
- Supervises the establishment, implementation and regular updating of procurement plans;
- Supervises coordination between SPIU and the procurement and the finance units of MINALOC to ensure proper procurement and finance management;
- Signs commitments, requests for non-objection and payments as defined under agreed management procedures;
- Controls and validates cash requests to Development Partners;
- Supervises management and preservation of all records in line with requirements;
- Supervises audits processes and the implementation of audit actions plans;

#### 4. Staff management

- Supervises and coaches SPIU programme managers and other SPIU staff in view of highly effective, professional and results-oriented programme implementation and coordination;
- Ensures the well-functioning of programme coordination teams;
- Contributes to the coordination and regular evaluation of Donor-funded technical assistance staff.

#### 5. Stakeholder engagement

- Builds and strengthens partnerships with stakeholders in government, development partners and service providers in view of achieving the objectives of Donor-funded projects and programmes under MINALOC;
- Participates in sector studies, formulation of new interventions and reviews of on-going interventions under the SPIU;
- Represents the Ministry in meetings with development partners as well as other meetings, conferences, seminars, workshops when delegated.

#### 6. Other:

- Fulfils any other duties as assigned by his/her supervisors.

Profile and Experience

#### Qualification and skills

- At least a Master's degree in Project Management, Economics, Business Administration, Public Administration, Development Studies, Management or Social Sciences;
- Minimum 5 years' experience in the management of Government and/or Donor-funded programmes/projects, a substantial part of which is at senior management level;
- Proven experience of:
  - Management of programme planning, implementation, monitoring, evaluation and reporting cycle;
  - Financial and procurement management;
  - Successfully working in a multi-stakeholder environment;
  - Staff management and leading multidisciplinary or multicultural teams;
  - Successfully undertaking policy analysis and advisory roles with the Government and/or development partners.

Strong leadership, diplomatic, negotiation and interpersonal skills coupled with high presentation and communication skills;

High analytical skills and capacities for solving complex problems;

Ability to handle multiple tasks efficiently and perform under pressure;

Proven ability to operationalize strategy into action for the organisation;

High professional and integrity standards;

Team player with high emotional intelligence, strong mentoring abilities and capacity to motivate others;



Team player with high emotional intelligence, strong mentoring abilities and capacity to motivate others;  
Able to respond to needs of different stakeholders;  
Able to work under pressure with limited supervision;  
Good computer skills (excel, word, power point);  
Fluent in Kinyarwanda and English and/or French (knowledge of all is an advantage).

#### Application Procedure

All applications should be addressed to the Permanent Secretary via E-recruitment with full application package from (8.00am to 4.00pm).

Interested Candidates that meet the required Profile should attach the following

- Filled application form available at: [www.psc.gov.rw](http://www.psc.gov.rw)
- A detailed Curriculum Vitae that clearly portrays the candidates relevant working experience in line with the required profile, qualifications and current contacts (Clearly indicating phone and email)
- Copies of all degrees and certificates of professional training
- Photocopy of the Rwanda National Identity Card.
- Application should be done online on Minaloc website, [www.minaloc.gov.rw](http://www.minaloc.gov.rw), and select **Rwanda Public Service e-Recruitment Portal** and following the application procedures.

N.B

- Incomplete application packages shall lead to candidates not being selected
- Submitted application documents will not be returned after their submission
- Applicants with degrees from Universities and or, Institutions outside Rwanda should have them verified by the Rwanda Higher Education Council (HEC) before appointment
- Only candidates with required profile are encouraged to apply
- Female candidates with required profiles are encouraged to apply

The deadline for application is 14/04 2017. No application shall be accepted after the stipulated deadline.

Done at Kigali.....2017

  
**UWAMARIYA Odette**  
Permanent Secretary

