

REPUBLIKA Y'URWANDA



MINISITERI Y'UBUTEGETSI BW'IGIHUGU
P. BOX: 3445 KIGALI
Website: www.minaloc.gov.rw

Kigali,
N^o

JOB VACANCY

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

No	Post	Job Specifications
1	Civil Society Organization & Media Officer (1)	A0 in Political Sciences, Social Sciences Public Policy, Media, Development Studies , Journalism, Communication & Public Relations Key Technical Skills & Knowledge Required: A good knowledge of Politics & Politics Organization, Policies and Procedures of the Republic of Rwanda; Interaction Skills with Media Organizations; Knowledge of CSO development in Rwanda; Skills in Interpreting different laws & Regulations related to Politics & Religion; Excellent Communication Skills both Oral & Writing; Excellent Interpersonal Skills; Report writing & Presentation Skills; Creativity & Initiative; Good Organizational & Time – management; Team working Skills; Effective Public Relations & Public Speaking Skills; Interviewing Skills;

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2.	<p>Secretary to DAF (1)</p> <p>Fluent in Kinyarwanda, English or French, Knowledge of all is an advantage; A1 in Secretariat Studies, Office Management or A0 in Management & A0 in Public Administration</p> <p>Key Technical Skills & Knowledge Required: Knowledge of Office Administration; Communication Skills; Computer Skills; Interpersonal Skills; Organizational Skills; Stress Management Skills; Time Management; Book keeping Skills; Analytical Skills & Problem Solving Skills; Decision Making Skills; Fluent in Kinyarwanda , English and or French , Knowledge of all is an advantage;</p>
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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 Degrees from abroad 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 **09/09/2015** at 5:00pm.

Only shortlisted Candidates will be informed.

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



MUNYESHYAKA Vincent
Permanent Secretary