

THE REPUBLIC OF RWANDA

Kigali .....  
N°...../07.01



MINISTRY OF LOCAL GOVERNMENT  
P.O BOX: 3445 KIGALI  
TEL: 252583595/FAX: 252582227  
Website: [www.minaloc.gov.rw](http://www.minaloc.gov.rw)

**JOB VACANCY**

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

No	Post	Job Profile
1	Civil Society Organization & Media Officer (1)	A0 in Political Science, public policy, media, development and law. Communication, Public Relations, and Journalism <b>Key Technical Skills &amp; Knowledge required :</b> <ul style="list-style-type: none"><li>- A good knowledge of the politics and organization policies and procedures of the Republic of Rwanda;</li><li>- Interaction skills with media organizations;</li><li>- Knowledge on CSO development in Rwanda;</li><li>- Skills in interpreting different laws and regulations related to politics and religions;</li><li>- Excellent communication skills both oral and in writing</li><li>- Excellent interpersonal skills;</li><li>- Reporting &amp; Presentation skills;</li><li>- Creativity &amp; Initiative;</li><li>- Good Organizational and Time-management Skills,</li><li>- Team working Skills;</li></ul>

		<ul style="list-style-type: none"> <li>- Effective Public relations &amp; Public speaking skills;</li> <li>- Interviewing Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all isan advantage</li> </ul>
2	Territorial Administration Officer (1)	<p>A0 in Public Administration, Political Sciences, Social Sciences, Development Studies, Management, Economics.</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of scope, challenges and problems concerning local development and decentralization service delivery;</li> <li>- Knowledge of approaches or models for building better governance;</li> <li>- Knowledge of the legislative background of Local government Entities;</li> <li>- Knowledge of administrative issues;</li> <li>- Skills of all Good Governance Standard for Public Services;</li> <li>- Understanding of rural development, with a focus on participatory processes, joint management;</li> <li>- Good contextual knowledge of local issues, community priorities, organizational relationships, social and cultural constraints and realities; and environmental conditions;</li> <li>- Computer Skills;</li> </ul>
3	Sectoral Decentralization Coordination Officer (1)	<p>A0 in Public Administration, Socio-economic, Political Sciences</p> <p><b>Key Technical Skills &amp; Knowledge required</b></p> <ul style="list-style-type: none"> <li>- Knowledge of cross-cutting issues in Governance Assessments;</li> <li>- Knowledge of decentralization process;</li> <li>- Coordination skills;</li> <li>- Knowledge of all decentralized services;</li> <li>- Knowledge of all characteristics of the local government system;</li> <li>- Knowledge of history and administrative status of Rwanda Local Government;</li> <li>- Knowledge of concepts and forms of decentralization;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Complex Problem Solving;</li> </ul>

		<ul style="list-style-type: none"> <li>- Timemanagement Skills;</li> <li>- Team working Skills;</li> <li>- Fluency inKinyarwanda, Englishand/ or French; knowledgeof all isanadvantage</li> </ul>
4	Secretary to DAF (1)	<p>AI inSecretariat Studies, OfficeManagement or A0 inPublicAdministration, Management</p> <p><b>KeyTechnical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledgeof Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- StressManagement Skills;</li> <li>- TimeManagement Skills;</li> <li>- Book keeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- DecisionMaking Skills;</li> <li>- Fluent inKinyarwanda, Englishand/ or French; knowledgeof all isanadvantage</li> </ul>

**HOW TO APPLY:**

Interested Candidates should download and fill Job application forms from the Public Service Commission (PSC) website [www.psc.gov.rw](http://www.psc.gov.rw). The form should be accompanied with up dated Cv, Photocopy of the Required Degree, Copy of National Identity Card and Three referees.

The application should be submitted to the Ministry of Local Government Head Quarter, P.O BOX 3445 Kigali, Gasabo at Kacyiru not later than 04th June, 2015 at 5:00pm.

Done in Kigali on...../...../.....

MUNYESHYAKA Vincent  
Permanent Secretary.

