

## **JOB VACANCY ANNOUNCEMENT – National Technical Advisor**

The Belgian development agency, BTC, mobilises its resources and its expertise to eliminate poverty in the world. BTC contributes to the efforts of the international community and works towards a society that provides present and future generations with sufficient resources to build a sustainable and fair world.

BTC is active in Rwanda since 2000. It implements projects as defined in the successive Cooperation Programmes negotiated between the Government of Rwanda and the Government of Belgium.

Currently, BTC is implementing a four-year cooperation programme with a total budget of 150 Million Euros in three priority sectors of development of Rwanda: health, energy and decentralisation.

**BTC in collaboration with the Ministry of Local Government (MINALOC) is looking for a qualified National Technical Assistant to support the Governance and Decentralisation Sector Working Group under the «Rwanda Decentralisation Support Programme (RDSP) 2015-2019» (Ref.: RWA13 089 11-SC)**

**Location:** Kigali-RWANDA

**Duration of the contract:** Open ended –local contract under Rwandan labour law

**Probable starting date:** September 2015

**Monthly gross salary package:** between 2.412.686 RWF and 2.680.763 RWF depending on the number of years of relevant experience.

He/she works under supervision of the RDSP Programme Co-Manager and of the Director-General in the Ministry of Local Government in charge of with Good Governance and Decentralisation.

### **Profile:**

#### **QUALIFICATION 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.

#### **TECHNICAL SKILLS**

- ✓ High analytical capacity, critical mind with strong advisory capacities;
- ✓ Knowledge of key issues in the areas of decentralisation and local government;
- ✓ Proven experience in policy advisory roles, at the level of institutions and preferably, at Sector working group level;
- ✓ Knowledge of public sector coordination processes including strategic planning, monitoring, evaluation and reporting;
- ✓ Strong presentation, facilitation, training and coaching skills;
- ✓ Readiness to deal with complex working environments and multi-stakeholder dialogue;
- ✓ Knowledge of project management and project cycle management theory and practice
- ✓ Advanced skills in MS Office: Word – Excel – Power point - Outlook
- ✓ Fluent in English and Kinyarwanda. French an asset;

#### **ATTITUDE**

- ✓ Proactive;
- ✓ Customer oriented: enthusiastic, positive and highly motivated to serve all stakeholders;
- ✓ Team player;
- ✓ Capacity to work in a multicultural context;



- ✓ Ability to work independently to produce expected results;
- ✓ Excellent communication, networking and leadership skills;
- ✓ High level of integrity.

**INTERESTED?**

Applicants fulfilling the above mentioned criteria are invited to submit their application documents including Curriculum Vitae, copy of diploma, copies of certificates, past and current service certificates, motivation letter, names of three referees as well as their emails and telephone numbers to the Resident Representative BTC Rwanda, 8 KN 47ST, Kiyovu, P.O Box: 6089, Kigali, not later than **August 31st 2015 at 11:00 AM**. Please mention the following job reference on the envelope: **RWA13 089 11-SC**.

Online applications are welcomed. Please send the documents to [rwanda-humres@btcctb.org](mailto:rwanda-humres@btcctb.org) mentioning the job reference: **RWA13 089 11-SC** in the subject title.

**Only successful applicants will be contacted.**

**Done at Kigali, on August 3<sup>rd</sup> 2015**

**Resident Representative, BTC Rwanda**