

REPUBLIC OF RWANDA



Ministry of Local Government  
P. BOX: 3445 KIGALI  
Website: [www.minaloc.gov.rw](http://www.minaloc.gov.rw)

Job opportunity

Ministry of local Government , would like to recruit contractual staff for one year renewable contract under performance Evaluation for the following posts:

Post	Duties	Qualifications	Number
<b>1.Program Manager</b>	<p>The program Manager is in charge of the nutrition related business assigned by the Social Cluster Ministries and executes the following responsibilities:</p> <ul style="list-style-type: none"><li>-Coordinate the policy dialogue on nutrition issues and policy coherence and the development of nutrition sensitive policies.</li><li>- Coordinate and provide strategic direction and leadership on the coordination and implementation of programs related to food and nutrition in the country.</li><li>- Provide technical advice to the Social Cluster Ministries.</li><li>-Support proper implementation of the food and nutrition security.</li><li>-Provide data and information to social cluster Ministries on food and nutrition security.</li><li>-Promote synergy among actors playing a role in the reduction of all forms of malnutrition and assist with oversight of the country's nutrition programs</li><li>-Develop high level performance nutrition indicators and develop community initiatives that address malnutrition.</li><li>-Complete a mapping and regularly update of all stakeholders in country working in nutrition area and ensure that their activities are complementary to achieve the goal of alleviating malnutrition.</li><li>-Act as the technical focal point in liaison with social cluster Ministries, for all nutrition related discussions</li><li>-Mobilize resources and coordinate the DPs in the area of nutrition and food security.</li><li>- Liaise with all stakeholders (Government affiliated agencies, civil society Organizations and NGOs, UN agencies, private enterprises) to ensure the smooth implementation of National policies, strategies and programs</li></ul>	<p>Bachelor's degree in Public Health, Public policy, Public administration, Nutrition, Agriculture with Five 5 years of experience working in Project Management or Master's degree in Public Health, Public policy, Public Administration, Nutrition with three 3 years of working experience in Project Management .</p>	1

	<ul style="list-style-type: none"> <li>-Develop strategies and guidance notes to ensure that food and nutrition programmes are benefiting the poorest, including specific vulnerable groups.</li> <li>- Develop and maintain a desk-view of regional and international best practices lead to improvement of nutrition outcomes at population level</li> <li>-Provide technical guidance and oversight in designing and updating national policies, strategies, programs, related to food, health and Nutrition</li> <li>-Perform any other Ministry duties assigned by the Ministerial Social Cluster.</li> </ul>		
<b>2.Procurement Officer</b>	<p><b>1. SUMMARY OF TASKS AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>- Implement procurement management of goods, services and works according to the applicable procedure and respecting procurement law, processes and tools;</li> <li>- Ensure proper contracts execution and monitoring;</li> <li>- Ensure proper reporting and filing;</li> <li>- For RDSP management and Grant Agreement beneficiaries, provide recommendation on procurement processes and contract modalities, implement procurement monitoring tools and participate to internal &amp; external audits</li> <li>- Perform any other task assigned by supervisors</li> </ul> <p><b>2. PERSONAL COMPENTENTIES</b></p> <ul style="list-style-type: none"> <li>- Reliable, responsible, customer-oriented with high integrity</li> <li>- Proactive with both a clear sense of responsibility and initiative, and a strong ability for team work and collaboration;</li> <li>- Strong organizational skills and ability to work under pressure and meet deadlines</li> <li>- Excellent oral and written communication skills in Kinyarwanda and English or French</li> </ul>	<ul style="list-style-type: none"> <li>-Holding a Bachelor's degree in Law,Management, Economics,Project Management, Public administration. A Masters in Procurement would be an advantage.</li> <li>-Proven successful experience of at least 5 years in Procurement management and/or supervision in a similar position within either a public institution, a government project, or a donor-funded organization -</li> <li>Proven experience in successfully developing robust Terms of Reference / Technical specifications that reflect current needs, working hand in hand with technical departments</li> <li>-Proven experience in successfully managing contracts with Suppliers / Consultants</li> <li>-Computer literate with proficient knowledge of MS Word, Excel and power point.</li> </ul>	1

**How to apply :**

The file of candidate should contain:

Detailed curriculum vitae; Photocopy of ID Card; Photocopy of Degree, Testimonial to prove experience

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. the candidates with foreign academic paper/ degree are required to submit their copy of equivalence.

All applications in sealed envelopes should be addressed to the Permanent Secretary of Ministry of Local Government offices situated at Kacyiru not later than 16<sup>th</sup> Jan, 2017 at 12:00PM

Done at KIGALI on 28<sup>th</sup> December, 2016

UWAMARIYA Odette  
Permanent Secretary

