

REPUBLIKA Y'URWANDA



INTARA Y'IBURENGERAZUBA

AKARERE KA NGORORERO

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BP: 103 GITARAMA

ITANGAZO RY'AKAZI

Ubuyobozi bw'Akarere ka Ngororero mu Ntara y'Iburengerazuba buramenyesha abantu babifitiye ubushobozi ko bushaka gutanga akazi k'Abakozi b'Akarere ku myanya ikurikira:

NO	JOB TITLE	LEV EL	REPORT TO	JOB PROFILES	PROPOSED DUTIES AND ATTRIBUTIONS	Nbr es	PLAC E OF WOR K
1	Documentation and Archives Officer	9.II	Director of HR@A	<p>A1 in Library & Information Science, Office management, Bibliothecology or A0 in Library & Information Science, Office management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none">-Proficiency in information technology;-Computer literacy;-Bookkeeping Skills;-Knowledge of integrated document management-Knowledge of archive management software-Knowledge of the documentation management system (DMS) would be an advantage.-Organizational Skills;-Interpersonal Skills;-Planning Skills;-Communication Skills;-Report writing & Presentation skills;-Fluent in Kinyarwanda,	<ul style="list-style-type: none">- Develop and operate a system for documentation and archives for the City of Kigali in accordance with internationally benchmarked practices and standards;- Develop and implement, in collaboration with concerned staff, an information classification and access policy;- Manage, in collaboration with the Logistics officer and other concerned units, the acquisition and borrowing system of books and other documents and prepare related annual budget;- Make an annual inventory of books and documents acquired by the City of Kigali and ensure their proper maintenance;- Maintain an effective cataloguing and indexing of books and regularly update the City of Kigali's documentation database;	1	D I S T R I C T

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				English and/ or French; knowledge of all is an advantage	- Collect and distribute newspapers, official gazettes and any other public (policy) documents and inform library users on new acquisitions.		
2	Construction Permitting Officer	5.II	Director of OSC	<p>A0 in Architecture, Urban Planning, Civil Engineering, Rural Settlement.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive Knowledge in Construction Permitting -Organizational Skills; -Communication Skills; -Judgment & Decision Making Skills; -Time management Skills; -Team working Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	<ul style="list-style-type: none"> - Take active part in the planning and or review of the District specific Master Plan and co-supervise and inspect its implementation; - Prepare, in collaboration with any other involved staff, construction permits to be issued by the District; - Supervise contractors' engineering work to ensure value for money and compliance with the technical specifications defined by the District; - Monitor compliance of ongoing private construction works with the master plan and provide advice to all concerned stakeholders on house construction safety requirements. 	1	D I S T R I C T
3	Electricity Maintenance Officer	5.II	Director of OSC	<p>A1 in Electrical Engineering, Electricity Sciences with 2 years of working experience or A0 in Electrical Engineering, Electricity Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Organizational Skills; -Communication Skills; -High analytical & Complex Problem Solving Skills; -Judgment & Decision Making Skills; -Time management Skills; -Team working Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	<ul style="list-style-type: none"> - Identify sources of electrical energy exploitable in the District; - Identify priority sites to be provided with electricity; - Identify and recommend areas that need to be electrically maintained in public buildings; - Identify and draw the attention of the concerned agency on necessary maintenance works on the electrical supply lines; - Supervise maintenance works of electrical installations falling under the District's responsibilities. - Supervise the implementation of strategies and mobilization mechanisms of local population for National Domestic Biogas and Improved Cook Stoves 	1	D I S T R I C T

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					Programs at District Level;		
4	Building Inspector	5.II	Director of OSC	<p>A0 in Civil Engineering, Construction, Public Works</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Building Inspection skills -Organizational Skills; -Communication Skills; -Judgment & Decision Making Skills; -Time management Skills; -Team working Skills; -Fluent in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p>	<ul style="list-style-type: none"> - Conduct inspection of all buildings to check their compliance with master plan designs, construction permits, house occupation permits, zoning guidelines and any other applicable laws, policies and regulations regarding Building Construction; - Conduct, in collaboration with Construction Permitting Officer, site visits prior to the issuance of land deeds, construction and house occupation permits and report to relevant officials and stakeholders any non-compliant structure and advise on necessary measures to take; - Supervise the demolition of illegal and non-compliant structures. 	1	D I S T R I C T
5	Land Valuator	5.II	Director of OSC	<p>A0 in Geography, Civil Engineering, Land Management, Land Valuation, Environmental Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Land Valuation skills -Organizational Skills; -Communication Skills; -Judgment & Decision Making Skills; -Time management Skills; -Team working Skills; -Fluent in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p>	<ul style="list-style-type: none"> - Supervise land valuation exercises and ensure expropriation is done in a strict compliance with applicable laws, policies and regulations; - Monitor and approve activities pertaining to valuation of land; - Provide technical advice to the institution regarding the process of land expropriation for public use; - Maintain an updated database of any land property expropriated by the District. 	1	D I S T R I C T
6	Start-Up Development officer	5.II	Director of BDE	<p>A0 in Entrepreneurship, Cooperative Development, Rural Development, Business Administration, Agri-Business, Management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive Knowledge in 	<ul style="list-style-type: none"> - Monitor the establishment of Start-up development Programs on supported through various Government or donors' Programs and advise accordingly; - Elaborate and coordinate the implementation of mechanisms meant to raise 	1	D I S T R I C T

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				<p>Start-up Development skills</p> <ul style="list-style-type: none"> -High Analytical skills; -Coordination, planning and organizational skills -Report writing and presentation skills; -Leadership skills; -Interpersonal skills; -Effective communication skills; -Administrative skills; -Time management skills; -Team working skills; -Fluent in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p>	<p>local population's awareness on the existing start-up development opportunities within the District;</p> <ul style="list-style-type: none"> - Maintain and manage an updated database of applicants and beneficiaries of start-up development programs across the District; - Work closely with concerned stakeholders, in the elaboration and implementation of capacity building programs targeted at the beneficiaries of start-up development programs. - Coordinate and ensure effective implementation of business advisory services scheme for start-ups (subsidized voucher scheme,..) 		
7	Investment Promotion and Financial Services Officer	Director of BDE	<p>A0 in Economics, Business Economics, Agri-business, Microfinance Banking, Finances, Trade and Investment, Commerce, Marketing, Management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive Knowledge in Investment promotion -Financial services skills -High Analytical skills; -Coordination, planning and organizational skills -Report writing and presentation skills; -Leadership skills; -Interpersonal skills; -Effective communication skills; -Administrative skills; -Time management skills; -Team working skills; -Fluent in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p>	<ul style="list-style-type: none"> - Identify, update and promote investment and funding opportunities/potentialities available within the District and coordinate the channeling of information to existing or potential investors; - Elaborate and ensure a coordinated implementation of campaign programs meant to mobilize people into collective investment groups; - Identify and promote potential sites for business facilities construction across the District; - Elaborate and implement, in close collaboration with other concerned stakeholders, a set of strategies meant to attract business and financial institutions. - Organize sensitization campaigns of the operators of the private sector and of the population to invest in training and apprenticeship - Develop and implement 	1	D I S T R I C T	

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					mechanisms to promote auto job training		
8	Secretary and Customer Care Assistant	9.II	Executive Secretary of Sector	<p>A2 in secretariat Studies, Law and Administration, Economics, Commerce and Accounting or A1 in Secretariat Studies, Secretariat Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Marketing, Communication.</p> <p><u>Key Technical Skills & Knowledge required:</u> -Knowledge of Office Administration; -Communication Skills; -Computer Skills; -Interpersonal Skills; -Organizational Skills; -Stress Management Skills; -Time Management Skills; -Book keeping Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	<ul style="list-style-type: none"> - Maintain the incoming and outgoing correspondences of the Sector; - Manage the agenda of the Executive Secretary; - Receive clients' queries and direct them to the right personnel; - Keep the Sector's store and manage flux on a daily basis; - Prepare logistics for meetings held at the Sector level. 	9	S E C T O R S
9	Health and Sanitation Officer	6.II	Executive Secretary of Sector	<p>A0 / A1 in Public Health, Health sciences, Community Health, Clinical Psychology, Hygiene and Sanitation, Environmental Health Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u> -Extensive knowledge and skills in Health and Sanitation -Good knowledge of government policy-making processes; -Analytical, problem-solving and critical thinking skills. -Organizational Skills; -Communication Skills; -High analytical Skills; -Complex Problem Solving; -Time management Skills; -Team working Skills;</p>	<ul style="list-style-type: none"> - Implement the District's strategy on community health and sanitation in line with national policies and programs; - Organize and conduct public awareness campaigns at the Sector level on health and sanitation issues, including diseases and malnutrition prevention and control; - Supervise the quality of services rendered by health facilities at the Sector level and consolidate data on the situation of subscription to medical insurance schemes (including Mutuelle de Santé); - Monitor the allocation and use of funds intended to support community health and sanitation for vulnerable 	13	S E C T O R S



				-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	people.		
10	Socio-economic Development Officer	14. III	Executive Secretary of Sector	A2 in Humanities Sciences, Education, Agriculture, Rural Development <u>Key Technical Skills and Knowledge Required:</u> -Extensive knowledge and understanding of the Central and Local Government Functionality; -In-depth understanding and knowledge of the Rwandan and regional context for agribusiness development; -Computer Skills; -Organizational Skills; -Communication Skills; -High analytical Skills; -Complex Problem Solving; -Time management Skills; -Team working Skills; -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	Collect and consolidate data on specific public (policy) issues pertaining to socio-economic development and record data about death and birth across the Cell; Identify socio-economic development needs at the Cell level and accordingly advise on response measures; Elaborate, under the supervision of the Executive Secretary of the Cell, programs of community works; Supervise the execution of community development and citizen participation activities across the Cell and produce consolidated reports thereof; Prepare documents to be signed by the Executive Secretary of the Cell and assist him/her in the production of the Cell's activities performance reports. Facilitate gathering data related to the employment status within the cell	2	S E C T O R S
11	Revenue Accountant	5.II	Director of Finance	A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc) <u>Key Technical Skills & Knowledge required:</u> -Knowledge of cost analysis techniques; -Knowledge to analyse complex financial information & Produce reports; -Deep understanding of financial accounts; -Planning and organisational skills; -Communication skills; -Judgment & Decision	- Monitor on a daily basis revenue deposits on the account of the District and proceed to a daily bank reconciliation, register the amount collected into the receipt books and keep books of revenues account; - Consolidate revenue deposit bank slips, produce daily banking reconciliation sheet and submit progress reports vis-à-vis locally set revenue targets to the Director of finances; - Produce complete, accurate and timely revenue financial reports and statements within mandatory deadlines and reconcile all revenues and transfers to the District;	1	D I S T R I C T

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				<p>Making Skills; -High Analytical Skills; -Interpersonal skills; -Time management Skills; -Complex Problem solving; -Flexibility Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	<ul style="list-style-type: none"> - Monitor, on a regular basis, if taxpayer databases are maintained and updated by the District; - Facilitate internal and external Audit exercises for revenue accounts. 		
12	Secretary to Finance Unit	8.II	Director of Finance	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology and Social Work, Law,</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Book keeping Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	<ul style="list-style-type: none"> - Carry out fast and accurate computer-based capturing of finance-related documents, information and mails of the unit; - Classify and maintain finance-related files and documents according to the information classification or filing practices in use within the institution; - Manage, record and dispatch correspondences by/or intended for the Director of Finance and/or redirect, where appropriate, enquiries intended for the Unit. 	1	D I S T R I C T

Ababishaka kandi bujuje ibisabwa basaba akazi bakoresheje inzira y'ikoranabuhanga (e-recruitment) banyuze kuri www.mifotra.gov.rw

Itariki ntarengwa yo gusaba akazi ni kuwa 15/07/2019.

Itariki yo gukora ikizamini cyanditse ku bamarewe ni kuwa 31/07/2019.

Bikorewe I Ngororero, kuwa 09/07/2019

NDAYAMBAJE Godefroid

Umuyobozi w'Akarere ka Ngororero

KANYANGE Christine
Vice Mayor FED

