

VACANCIES ANNOUNCEMENT

Page | 1

The Government of Rwanda has signed a financing agreement with World Bank for an Additional Financing to the Priority Skills for Growth (PSG) Program with the objective to expand opportunities for the acquisition of quality, market-relevant skills in selected economic sectors and the program is implemented by the Ministry of Education through its affiliated agencies. One of the program components include the Skills Development Fund (SDF) which will be implemented by Rwanda TVET Board (RTB).

Therefore, Rwanda TVET Board (RTB) wishes to recruit qualified and competent personnel to fill the vacant positions as described below:

S/N	POSITION	JOB DESCRIPTION AND JOB PROFILES
1	Skills Development Fund (SDF) Program Manager	<ul style="list-style-type: none"> • Number of positions: 1 • Level: 2.IV • Reports to: SPIU Coordinator with a copy to the Director General of RTB • Job Description <p>The SDF Program Manager will be responsible but not limited to the following:</p> <ul style="list-style-type: none"> • Direct the leadership of the SDF towards attainment of its objective in an effective, efficient and in an ethical manner leading to the development and implementation of the training programs responsive to the market demand and relevant to the economic growth. • Identify priorities, prepare strategies, and plans for achieving SDF goals and objectives and recommend them to the SDF Grant Committee for approval through the Director General of RTB. • Ensure SDF plans are integrated to the annual NSDEPS activities. • Ensure timely SDF Disbursement Linked Indicators implementation, verification, and reporting with reference to the PSG Program. • Coordinate the application process and evaluation of SDF grant proposal and provide reports to the SDF Grant Committee for approval • Perform effective redress mechanism to the complains raised by the unsatisfied SDF applicants • Monitor and supervise the execution of SDF trainings and other activities financed by SDF in accordance with the agreed plans and standards. • Evaluate the outputs, outcomes, and impact of SDF financed activities



- Ensure that SDF funds are properly spent in accordance with the approved plans and ensure that expenditures are appropriate and appropriately recorded.
- Prepare World Bank mission to Rwanda for the assessment of the SDF progress.
- Evaluate the performance of staff under SDF secretariat and motivate their work.
- Provide regular reports on SDF plans, operations, and implementation to the SPIU Coordinator with a copy to the Director General of RTB.
- Perform any other assignments assigned by your supervisor

- **Job Profile**

Minimum Qualification

At least master's degree in Project Management with three (3) years of working experience or bachelor's degree in project management with seven (7) years of working experience in external donor funded projects management.

Required Competencies and Key Technical Skills

SDF Program Manager should have the following competencies and technical skills:

- Technical expertise with training and education
- Experience working with or within both public and private sector
- Staff supervisory experience and demonstrated organizational skills
- Excellent computer/information system skills and oral and communication skills
- Proven managerial ability, leadership, and strategic expertise
- Demonstrated diplomatic, negotiation and interpersonal skills
- Proven honesty and integrity character in the previous job duties performed
- Proven experience with donors (World Bank, AfDB, EU etc...) funded project is a must.
- Having experience with World Bank funded project is an added advantage.
- Ability to work under pressure, manage effectively and consistently by meeting set deadlines and quality of project work.
- N.B: Proof of working experience is compulsory.



2	<p>Transport and Logistics Specialist</p>	<ul style="list-style-type: none"> • Number of positions: 1 • Level: 3.IV • Reports to: SDF Program Manager with a copy to SPIU Coordinator <p>1. Job Description</p> <p>Transport and Logistics Specialist will be responsible but not limited to the following:</p> <ul style="list-style-type: none"> • Facilitate the application process in Transport and Logistics sector in all windows in accordance with the SDF Operational Manual • In coordination with the SDF Program Manager, conduct an initial screening of applications to sift out ineligible applicants • Ensure proper due diligence of SDF applicants in Transport and Logistics sector in accordance with SDF Operational Manual. • Ensure effective evaluation of SDF grant proposals falling in Transport and Logistics sector in accordance with the SDF Operational Manual. • Make recommendations on eligible applicants in transport and logistics sector to be awarded SDF grant to SDF Grant Committee through SDF Manager. • In coordination with the SDF Program Manager, coordinate the process of preparing grant agreements for successful applicants. • Facilitate the organization of SDF trainings and practices activities under Transport and Logistics sector. • Monitor and evaluate the progress of SDF training falling in Transport and Logistics Sector. • Ensure the quality and setting standards of training activities in Transport and Logistics Sector. • Facilitate in certification of the graduated beneficiaries in interventions under Transport and Logistics sector. • Facilitate in conducting the impact assessment of SDF beneficiaries after training completion. • Maintain database of SDF beneficiaries graduated in Transport and Logistics sector. • Facilitate in the development of SDF reference prices for the training activities falling under Transport logistics sector. • Prepare and submit the progress report on activities falling under transport and logistics sector to SDF Program Manager with a copy to SPIU Coordinator.
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		<ul style="list-style-type: none"> • Facilitate in the development of curriculum of the specific training areas falling in the transport and logistics sector. • Approve the rare training program submitted by a foreign investor supported by SDF • Adapt with the Government developmental agenda, developmental initiatives, and development priorities for transport & logistics sector. • Perform effective redress mechanism to the complains raised by the unsatisfied SDF applicants in transport and logistics sector • Perform any other assignments assigned by your supervisor <p>2. Job Profile</p> <p>Minimum Qualification</p> <p>At least Master’s Degree in Civil Engineering, Logistic and Supply Chain Management with 3 years of working experience or bachelor’s degree in Civil Engineering, Logistic and Supply Chain Management with 7 years of working experience in the above-mentioned fields.</p> <p>Required Competencies and Key Technical Skills</p> <p>Transport and Logistics Specialist should have the following competencies and technical skills:</p> <ul style="list-style-type: none"> • Technical expertise with training and education • Experience working with or within both public and private sector • Excellent computer/information system skills, oral and communication skills • Proven honesty and integrity character in the previous job duties performed • Demonstrated diplomatic, negotiation and interpersonal skills • Ability to work under pressure and work effectively & consistently by meeting set deadlines and quality of project work. • Experience with donor funded projects is an added advantage. • N.B: Proof of working experience is a must.
3	Energy Specialist	<ul style="list-style-type: none"> • Number of positions: 1 • Level: 3.IV • Reports to: SDF Program Manager with a copy to SPIU Coordinator



1. Job Description

Energy Specialist will be responsible but not limited to the following:

- Facilitate the application process in energy sector in all windows in accordance with the SDF Operational Manual
- In coordination with the SDF Program Manager, conduct an initial screening of applications to sift out ineligible applicants
- Ensure proper due diligence of SDF applicants in energy sector in accordance with SDF Operational Manual.
- Ensure effective evaluation of SDF grant proposals falling in energy sector in accordance with the SDF Operational Manual.
- Make recommendations on eligible applicants in energy sector to be awarded SDF grant to SDF Grant Committee through SDF Manager.
- In coordination with the SDF Program Manager, coordinate the process of preparing grant agreements for successful applicants.
- Facilitate the organization of SDF trainings and practices activities under energy sector.
- Monitor and evaluate the progress of SDF training falling in energy sector.
- Ensure the quality and setting standards of training activities in energy sector.
- Facilitate in certification of the graduated beneficiaries in interventions under energy sector.
- Facilitate in conducting the impact assessment of SDF beneficiaries after training completion.
- Maintain database of SDF beneficiaries graduated in energy sector.
- Facilitate in the development of SDF reference prices for the training activities falling under energy sector.
- Prepare and submit the progress report on activities falling under energy sector to SDF Program Manager with a copy to SPIU Coordinator.
- Facilitate in the development of curriculum of the specific training areas falling in the energy sector.
- Approve the rare training program submitted by a foreign investor supported by SDF
- Adapt with the Government developmental agenda, developmental initiatives, and development priorities for energy sector.



		<ul style="list-style-type: none"> • Perform effective redress mechanism to the complains raised by the unsatisfied SDF applicants in energy sector • Perform any other assignments assigned by your supervisor <p>2. Job Profile</p> <p>Minimum Qualification</p> <p>At least Master's Degree in Electrical Engineering, Energy System Engineering, Alternative Energy, Renewable Energy, Energy Technology and Power Plant Engineering with 3 years of working experience or bachelor's degree with 7 years of working experience in the above-mentioned fields.</p> <p>Required Competencies and Key Technical Skills</p> <p>Energy Specialist should have the following competencies and technical skills:</p> <ul style="list-style-type: none"> • Technical expertise with training and education • Experience working with or within both public and private sector • Excellent computer/information system skills, oral and communication skills • Proven honesty and integrity character in the previous job duties performed • Demonstrated diplomatic, negotiation and interpersonal skills • Ability to work under pressure and work effectively & consistently by meeting set deadlines and quality of project work. • Experience with donor funded projects is an added advantage. • N.B: Proof of working experience is a must.
4	<p>Manufacturing Specialist</p>	<ul style="list-style-type: none"> • Number of positions: 1 • Level: 3.IV • Reports to: SDF Program Manager with a copy to SPIU Coordinator <p>1. Job Description</p> <p>Manufacturing Specialist will be responsible but not limited to the following:</p> <ul style="list-style-type: none"> • Facilitate the application process in manufacturing



		<p>sector in all windows in accordance with the SDF Operational Manual</p> <ul style="list-style-type: none"> • In coordination with the SDF Program Manager, conduct an initial screening of applications to sift out ineligible applicants • Ensure proper due diligence of SDF applicants in manufacturing sector in accordance with SDF Operational Manual. • Ensure effective evaluation of SDF grant proposals falling in manufacturing sector in accordance with the SDF Operational Manual. • Make recommendations on eligible applicants in manufacturing sector to be awarded SDF grant to SDF Grant Committee through SDF Manager. • In coordination with the SDF Program Manager, coordinate the process of preparing grant agreements for successful applicants. • Facilitate the organization of SDF trainings and practices activities under manufacturing sector. • Monitor and evaluate the progress of SDF training falling in manufacturing sector. • Ensure the quality and setting standards of training activities in manufacturing sector. • Facilitate in certification of the graduated beneficiaries in interventions under manufacturing sector. • Facilitate in conducting the impact assessment of SDF beneficiaries after training completion. • Maintain database of SDF beneficiaries graduated in manufacturing sector. • Facilitate in the development of SDF reference prices for the training activities falling under manufacturing sector. • Prepare and submit the progress report on activities falling under manufacturing sector to SDF Program Manager with a copy to SPIU Coordinator. • Facilitate in the development of curriculum of the specific training areas falling in the manufacturing sector. • Approve the rare training program submitted by a foreign investor supported by SDF • Adapt with the Government developmental agenda, developmental initiatives, and development priorities for manufacturing sector. • Perform effective redress mechanism to the complains raised by the unsatisfied SDF applicants in manufacturing sector • Perform any other assignments assigned by your
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		<p>supervisor</p> <p>2. Job Profile</p> <p>Minimum Qualification</p> <p>At least Master's Degree in Mechanical Engineering, Production Engineering with 3 years of working experience or bachelor's degree with 7 years of working experience in the above-mentioned fields.</p> <p>Required Competencies and Key Technical Skills</p> <p>Manufacturing Specialist should have the following competencies and technical skills:</p> <ul style="list-style-type: none"> • Technical expertise with training and education • Experience working with or within both public and private sector • Excellent computer/information system skills, oral and communication skills • Proven honesty and integrity character in the previous job duties performed • Demonstrated diplomatic, negotiation and interpersonal skills • Ability to work under pressure and work effectively & consistently by meeting set deadlines and quality of project work. • Experience with donor funded projects is an added advantage. • N.B: Proof of working experience is a must.
5	Mining Specialist	<ul style="list-style-type: none"> • Number of positions: 1 • Level: 3.IV • Reports to: SDF Program Manager with a copy to SPIU Coordinator <p>1. Job Description</p> <p>Mining Specialist will be responsible but not limited to the following:</p> <ul style="list-style-type: none"> • Facilitate the application process in mining sector in all windows in accordance with the SDF Operational Manual • In coordination with the SDF Program Manager, conduct an initial screening of applications to sift out



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ineligible applicants

- Ensure proper due diligence of SDF applicants in mining sector in accordance with SDF Operational Manual.
- Ensure effective evaluation of SDF grant proposals falling in mining sector in accordance with the SDF Operational Manual.
- Make recommendations on eligible applicants in mining sector to be awarded SDF grant to SDF Grant Committee through SDF Manager.
- In coordination with the SDF Program Manager, coordinate the process of preparing grant agreements for successful applicants.
- Facilitate the organization of SDF trainings and practices activities under mining sector.
- Monitor and evaluate the progress of SDF training falling in mining sector.
- Ensure the quality and setting standards of training activities in mining sector.
- Facilitate in certification of the graduated beneficiaries in interventions under mining sector.
- Facilitate in conducting the impact assessment of SDF beneficiaries after training completion.
- Maintain database of SDF beneficiaries graduated in mining sector.
- Facilitate in the development of SDF reference prices for the training activities falling under mining sector.
- Prepare and submit the progress report on activities falling under mining sector to SDF Program Manager with a copy to SPIU Coordinator.
- Facilitate in the development of curriculum of the specific training areas falling in the mining sector.
- Approve the rare training program submitted by a foreign investor supported by SDF
- Adapt with the Government developmental agenda, developmental initiatives, and development priorities for mining sector.
- Perform effective redress mechanism to the complains raised by the unsatisfied SDF applicants in mining sector
- Perform any other assignments assigned by your supervisor

2. Job Profile

Minimum Qualification

At least Master's Degree in Mining Engineering,



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		<p>Geotechnical Engineering, Mineral Preparation Engineering, Geological Engineering and Oil & Gas Engineering with 3 years of working experience or bachelor's degree with 5 years of working experience in the above-mentioned fields.</p> <p>Required Competencies and Key Technical Skills</p> <p>Mining Specialist should have the following competencies and technical skills:</p> <ul style="list-style-type: none"> • Technical expertise with training and education • Experience working with or within both public and private sector • Excellent computer/information system skills, oral and communication skills • Proven honesty and integrity character in the previous job duties performed • Demonstrated diplomatic, negotiation and interpersonal skills • Ability to work under pressure and work effectively & consistently by meeting set deadlines and quality of project work. • Experience with donor funded projects is an added advantage. • N.B: Proof of working experience is a must.
6	<p>Monitoring & Evaluation Specialist</p>	<ul style="list-style-type: none"> • Number of positions: 2 • Level: 3.III • Reports to: SDF Program Manager with a copy to SPIU Coordinator <p>1. Job Description</p> <p>Monitoring & Evaluation Specialist will be responsible but not limited to the following:</p> <ul style="list-style-type: none"> • Develop project performance monitoring plan and ensure adherence to plan during projects implementation. • Develop monitoring and evaluation tools and systems that effectively track projects deliverables and progress. • Create evaluation frameworks including specific methodologies to conduct project evaluations. • Conduct or oversee baseline, mid-line and end-line



projects surveys and gather data into a reportable format.

- Devise quantitative and qualitative indicators, benchmarks, and data sources for program deliverables.
- Organize M&E site visits to ascertain status of project achievements and undertake interviews and discussions with program staff and stakeholders.
- Record data and prepare reports following each program monitoring visit.
- Provide pertinent monitoring and evaluation data to the project Coordinator to strategically inform decisions on project implementation.
- Document best practices and success stories and prepare documentation for public relations purposes.
- Assist the Program Manager and RTB Director General with preparation of high quality quarterly and annual reports that highlight project achievements and milestones.
- Make clear, concise, and of high technical quality presentations and materials to be shared with key partners.
- Prepare monthly M&E reports in time for monthly team reflection meetings
- Ensure an end of project evaluation is carried out and carry out a lesson learnt event.
- Development of policies and tools for monitoring and evaluation of programs
- Reporting and documentation for both internal and external purposes
- Research to support development of new program proposals
- Develop quality assurance and quality enhancement strategies of the SPIU
- Perform any other assignments assigned by your supervisor

2. Job Profile

Minimum Qualification

At least Master's Degree in Monitoring & Evaluation,



		<p>Economics, Project Management and Business Administration with 3 years of working experience or bachelor's degree in the above-mentioned fields with 7 years of working experience.</p> <p>Required Competencies and Key Technical Skills</p> <p>Monitoring and Evaluation Specialist should have the following competencies and technical skills:</p> <ul style="list-style-type: none"> • Excellent knowledge of TVET framework, training, and education • Proven honesty and integrity character in the previous job duties performed • Experience with donor funded projects is an added advantage. • Proficiency in evaluation design and development of indicators. • Good working knowledge of statistics and ability to obtain, analyze and interpret data and present findings in written and oral form. • Experience in quantitative and qualitative data collection/survey design, implementation, and analysis • Experience with monitoring and Evaluation System Development • Excellent oral and written communication skills. • Excellent computer skills on MS Excel, SPSS, Epi-info, and SAS • Proven skills in process and group facilitation, training, and capacity building • Fluency in English is essential • Presentation and facilitation skills are desirable • N.B: Proof of working experience is a must.
7	<p>Internship & Apprenticeship Specialist</p>	<ul style="list-style-type: none"> • Number of positions: 1 • Level: 3.III • Reports to: SDF Program Manager with a copy to SPIU Coordinator <p>1. Job Description</p> <p>Internship & Apprenticeship Program Specialist will be responsible but not limited to the following:</p> <ul style="list-style-type: none"> • Work hand in hand with sector specialists to handle the application process in window 3 regarding internship and apprenticeship in accordance with the SDF Operational Manual



- Offer technical support to sector specialists to conduct an initial screening of applications to sift out ineligible applicants in Window 3.
- Offer technical support to sector specialists during due diligence of SDF applicants for window 3 in accordance with SDF Operational Manual.
- Ensure effective evaluation of SDF grant proposals under window 3 in accordance with the SDF Operational Manual.
- Make recommendations on eligible applicants under window 3 to be awarded SDF grant to SDF Program Manager through sector specialists.
- Carry out selection of interns based on priority economic sectors in accordance with SDF Operational Manual
- Offer technical support to TVET institutions during preparation of MoUs with potential companies/industries to host interns.
- Offer technical support to TVET institutions during placement of interns in companies/industries.
- Monitor training in window 3 regarding internship and apprenticeship program and report to RTB on monthly basis
- Coordinate all activities related to Recognition of Prior Learning (RPL) financed by the Skills Development Fund (SDF).
- Maintain database of the interns and apprentices.
- Observe gender balance and give a particular attention to persons with disabilities while training.
- Conduct awareness of the SDF internship & apprenticeship facilitation in collaboration with relevant stakeholders
- Perform any other assignments assigned by your supervisor

2. Job Profile

Minimum Qualification

At least Master's Degree in Civil Engineering, Mechanical Engineering, Education, and Hospitality Management (preferably Culinary arts, Tourism, Food & beverages) with three (3) years of working experience or Bachelor's Degree in the above-mentioned fields with 7 years of working experience.

Required Competencies and Key Technical Skills



		<p>Internship & Apprenticeship Specialist should have the following competencies and technical skills:</p> <ul style="list-style-type: none"> • Excellent knowledge of TVET framework, training, and education • Experience working with or within both public and private sector • Excellent computer/information system skills, oral and communication skills • Proven honesty and integrity character in the previous job duties performed • Demonstrated diplomatic, negotiation and interpersonal skills • Ability to work under pressure and work effectively & consistently by meeting set deadlines and quality of project work. • Experience with donor funded projects is an added advantage. • N.B: Proof of working experience is a must.
8	Occupational Health & Safety Specialist	<ul style="list-style-type: none"> • Number of positions: 1 • Level: 3.IV • Reports to: SDF Program Manager with a copy to SPIU Coordinator <p>1. Job Description</p> <p>Occupational Health & Safety Specialist will be responsible but not limited to the following:</p> <ul style="list-style-type: none"> • Regularly conducting Occupational Health and Safety Risk Assessment. • Recording, computing and Reporting Occupational Health and Safety incidents and injuries. • Developing Occupational Health and Safety Programs. • Developing workplace safe procedures. • Build occupational Health and Safety culture in the institution. • Conducting occupational health and safety trainings. • Conducting Occupational health and safety inspections and accidents investigations. • Ensuring that Occupational Health and Safety Committees fulfil their responsibilities and supervise them. • Developing Institutional Occupational Health and



Safety policy.

- Putting in place emergency and first aid programs.
- Ensuring that the institutions comply with National Laws and Regulations.
- Analyzing Occupational accidents to which trainees of the institution may be exposed.
- Conducting investigations in case an accident occurs or in occurrence of an occupational disease and propose prevention and protection measures.
- Conducting investigations on occupational accidents resulting in death of a trainee or the cause of permanent disability or those which have revealed a serious danger to trainee's health and to draw conclusions based on investigations.
- Regularly submitting updated statistics on occupational accidents and diseases and make quarterly reports on the progress made towards prevention within the company.
- Ensuring the implementation of workplace health and safety legislative and regulatory requirements
- Providing advice on any initiative relating to the safest and reliable methods of work through the choice and adaptation of materials and equipment necessary for the work and the adjusting of workplaces.
- Providing, through effective means the meaning of occupational hazard
- Providing advice on health and safety training programmes and adjustment of such programmes
- Examining documents specifying, for each training activity, the duration and the means allocated to achieve it and to ensure its effective implementation
- Ensuring that all appropriate measures are taken to provide training of trainees and upgrade their skills in the field of occupational health and safety
- Ensuring the organization and training of the team tasked with providing first-aid at workplace and ensure that it is provided with equipment necessary for discharging its duties in case any hazard occurs
- Sensitizing workers on workplace health and safety related issues and develop a culture of prevention of occupational accidents and hazards and the fight against any other public health danger.

2. Job Profile

Minimum Qualification



		<p>At least Master's Degree in Environmental Health Sciences, Public Health, Environmental Engineering with a certificate in Occupational Health and Safety and (3) years of working experiences in the area of Occupational Health and Safety or Bachelor's degree in the above-mentioned fields and five (5) years of working experiences in the area of Occupational Health and Safety.</p> <p>Required Competencies and Key Technical Skills</p> <p>Occupational Health and Safety Specialist should have the following competencies and technical skills:</p> <ul style="list-style-type: none"> • Experience in conducting Occupational Health and Safety and Risk Assessment. • Experience in computing Occupational Safety and Health statistics according to International standards. • Experience in developing Occupational Health and Safety programs. • Experience in developing institutional safety procedures. • Proven ability to conduct training. • Ability to conduct Occupational Health and Safety inspections and incidents investigations. • Excellent understanding of current trends in national, regional, and international development of TVET • Demonstrable strategic vision for the development of innovation, knowledge transfers and industry-training partnerships in TVET • Proven organizational leadership and change management experience • Excellent communication, interpersonal, organizational management, • High ethical standards, integrity, accountability, and professionalism and comply with the requirements of the workplace • Strong academic credibility, intellectual curiosity and sympathy for the values and culture of National employment program, including its trainees and their concerns. • Having skills in standards about occupational health and safety to lessen burden of injuries and diseases in workplace. • N.B: Proof of working experience is a must.
9	ICT & Digital Skills Specialist	<ul style="list-style-type: none"> • Number of positions: 1 • Level: 3.IV • Reports to: SDF Program Manager with a copy to SPIU Coordinator



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1. Job Description

ICT & Digital Skills Specialist will be responsible but not limited to the following:

- Facilitate the application process in ICT & digital skills in all windows in accordance with the SDF Operational Manual
- In coordination with the SDF Program Manager, conduct an initial screening of applications to sift out ineligible applicants
- Ensure proper due diligence of SDF applicants in ICT & digital skills in accordance with SDF Operational Manual.
- Ensure effective evaluation of SDF grant proposals falling in ICT & digital skills in accordance with the SDF Operational Manual.
- Make recommendations on eligible applicants in ICT & digital skills to be awarded SDF grant to SDF Grant Committee through SDF Manager.
- In coordination with the SDF Program Manager, coordinate the process of preparing grant agreements for successful applicants.
- Facilitate the organization of SDF trainings and practices activities under ICT & digital skills.
- Monitor and evaluate the progress of SDF training falling in ICT & digital skills.
- Ensure the quality and setting standards of training activities in ICT & digital skills.
- Facilitate in certification of the graduated beneficiaries in interventions under ICT & digital skills.
- Facilitate in conducting the impact assessment of SDF beneficiaries after training completion.
- Maintain database of SDF beneficiaries graduated in ICT & digital skills.
- Facilitate in the development of SDF reference prices for the training activities falling under ICT & digital skills.
- Prepare and submit the progress report on activities falling under ICT & digital skills to SDF Program Manager with a copy to SPIU Coordinator.
- Facilitate in the development of curriculum of the specific training areas falling in the ICT & digital skills.
- Approve the rare training program submitted by a foreign investor supported by SDF
- Adapt with the Government developmental agenda,



developmental initiatives, and development priorities for ICT & digital skills.

- Perform effective redress mechanism to the complains raised by the unsatisfied SDF applicants in ICT & digital skills.
- Recommend IT infrastructure and software development kits for developing TVET information system.
- Operate, manage and train RTB users of the SDF grant electronic management system
- Manage SDF beneficiary's database for every sector and window.
- Provide technical support to RTB staff and SDF secretariat on issues related to networking and digital services.
- Provide technical inputs and relevant support to RTB suppliers and consultants in ICT sector.
- Keep updated on emerging technologies and the potential effectiveness of new advancements in current system of Rwanda TVET Board (RTB).
- Perform any other assignments assigned by your supervisor

2. Job Profile

Minimum Qualification

At least Master's Degree in Computer Engineering, Computer Sciences, Information and Communication Technology, Information Management System with three (3) years of working experiences or bachelor's degree in the above-mentioned fields with five (7) years of working experience.

Required Competencies and Key Technical Skills

ICT & Digital Skills Specialist should have the following competencies and technical skills:

- Excellent knowledge of TVET framework, training, and education
- Proven honesty and integrity character in the previous job duties performed
- Proficient in designing, writing, editing, and debugging programs and databases
- Proven experience in analyzing Information, programming skills, software design, software debugging



		<ul style="list-style-type: none">• Website management, website development and web applications• Experience with donor funded projects is an added advantage.• N.B: Proof of working experience is a must.
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Page | 19

Application guidelines:

- For additional information regarding job description and required qualification please visit www.mifotra.gov.rw /Rwanda Civil Service Recruitment Portal at <http://recruitment.mifotra.gov.rw/>
- Interested candidates fulfilling the requirement should apply using **e-recruitment** as mentioned above
- Deadline for submission will be generated by the E-Recruitment system.



Eng. Paul UMUKUNZI
Director General
Rwanda TVET Board

