

JOB ANNOUNCEMENT

Federation Rwandaise de Cyclisme (FERWACY) wishes to recruit **The Executive Director** who will be working from his head office as the Manager of Ferwacy's daily activities.

Specific Function (Responsibilities) of Ferwacy Executive Director

1. Execute and coordinate all projects of the Ferwacy
2. Monitoring implementation of Ferwacy projects and programs
3. Produce quarterly, semi-annual and annual reports on the performance of projects and programs
4. Promoting, coordinating and implementing mixed methods evaluation on Ferwacy priority and projects;
5. Ensure proper management of Human, logistical and financial resources of the Ferwacy.
6. Marketing in all since for the Ferwacy projects.
7. Developing the marketing strategic and annual plans
8. Coordinating all reporting requirements both internally and externally
9. Coordinating the development and implementation of information technology strategies to enhance the performance of the Ferwacy.
10. Developing and coordinating the annual staff development plan in support of the Ministry's staff development policy.
11. Provide technical support in the elaboration of actionable strategies meant to Ferwacy policies and implement both General Assembly and Executive Committee's resolutions;
12. Monitor the overall progress in the execution of the strategic plan, action plan and Imihigo and accordingly advise on necessary reviews and or end of programs;
13. Advise the Executive Committee for its daily activities

Minimum Qualifications

- **Master's in Project Management**
4 Year of relevant experience
- **Master's in Economics**
4 Year of relevant experience
- **Masters in Management or Business Administration**
4 Year of relevant experience
- **Master's in Development Studies**
4 year of relevant experience
- **Bachelor's Degree in Accounting or Management**
10 Years of relevant experience
- **Bachelor's Degree in Administrative Sciences**
10 Years of relevant experience
- **Bachelors in Project Management**
10 Years of relevant experience
- **Bachelor's Degree in Social Studies or Development Studies**

Address: P.O.Box 1044 Kigali, Amahoro National Stadium, Account NO: 00040 – 0016038-66 BK / 0001-013-90006991-03 COGEBANQUE

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Websites: www.ferwacy.rw & www.tourdurwanda.rw

10 Years of relevant experience

Competencies, values and key technical skills

- Strong skills in marketing
- Integrity
- Strong critical thinking skills and excellent problem solving skills.
- Inclusiveness
- Accountability
- High level of Communication Skills
- Teamwork
- Client/citizen focus
- Professionalism
- Commitment to continuous learning
- Decision making skills
- Leadership skills (Serving in High level leadership position will be an advantage)
- Performance management skills
- Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage
- Excellent capacity of analysis and interpretation of information and capacity to summarize Information.
- Strong interpersonal and teamwork skills;

Note: only selected candidates will be contacted for the interview, those must bring copies of their notified diploma, certificates and others academic titles as well as other documents that will be deemed necessary to complete their files. For more information, contact **tel: 0788652971**.

Roadmap for recruitment process

-From 08th to 15th August, 2022: Presentation of letter of intent and CV to Ferwacy's office or via email: ferwacyrecruitment@gmail.com

-From 16th to 18th August, 2022: Assessment and evaluation of the candidatures

-The interview will take place on 22nd August, 2022

-Office work will start on 1st September, 2022

Done at Kigali, 8th August 2022

Abdallah MURENZI

FERWACY President

