



EASTERN PROVINCE
RWAMAGANA DISTRICT
P.O BOX 24 RWAMAGANA

The Rwamagana District wishes to recruit Motivated, hard working and Qualified employees on the following Posts

No	Job Title	Vacant Posts	Qualifications	Key Technical skills and Knowledge Required
1	Executive Secretary of the District	1	A0 in Sciences, Arts and Social Sciences with 5 years working Experience; Law, Social Sciences, Business Administration, Master's Degree in Sciences, Arts and Social Sciences with 3 years working Experience	Leadership skills -Extensive knowledge and understanding of the Central and Local Government Functionality; -Analytical, problem-solving and critical thinking skills. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
2	Director of Human Resources and Administration	1	A0 in Human Resource Management, Public Administration, Administrative Sciences, Management with Specialization in Human Resource with 3 years of working experience or Master's Degree in Human Resource Management, Public Administration, Administrative Sciences, Management with Specialization in Human Resource with 1 year of working experience	Deep knowledge of Rwandan public service and labour law; -Knowledge in Conflict Management; -knowledge of the regulations applying to payroll procedures; -Knowledge of human resources concepts, practices, policies, and procedures; -Problem Solving Skills; -Computer Skills; -Judgment & Decision Making Skills; -Time management Skills; -Team working Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage

3	Executive Secretary of the Sector	3	A0 / in Social Sciences, Arts, Sciences, Law, Human Resource Management, Public Administration or Other related field with 3 years of working experience Or Master's Degree in Social Sciences, Arts, Sciences, Law, Human Resource Management, Public Administration or Other related field with 1 year of working experience.	<p>Leadership skills</p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of the Central and Local Government Functionality; -Good knowledge of government policy-making processes; -Analytical, problem-solving and critical thinking skills. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Leadership skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
4.	Budget Officer	1	A0 in Finance, Accounting, Management and Economics	<ul style="list-style-type: none"> -Knowledge of cost analysis techniques; -Planning and organisational skills; -Communication skills; -Strong IT skills, particularly in Financial software (SMART IFMIS); -Deep understanding of financial accounts; -Time management Skills -Flexibility Skills; Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
5	YEGO Center Coordinator	1	Ao Management, Development Studies, Project Management, Rural Development, Business Administration, Physical Education and Support.	<ul style="list-style-type: none"> -Computer Skills; -Organizational Skills; -Communication Skills; -High analytical Skills; -Time management Skills; -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage
6	Executive Secretary of the Cell	5	A2 in Social Sciences, Arts and Sciences or Other related field	<p>Leadership skills</p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of the Central and Local Government Functionality; -Good knowledge of government policy-making processes; -Analytical, problem-solving and critical thinking skills.

				-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Leadership skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
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HOW TO APPLY

Interested Candidates should download and fill Job application form from the Public service Commission(PSC), Website;www.psc.gov.rw. Please attach; Photocopy of required degree, Copy of ID, Service testimonials and Three references . The Candidates with Foreign academic Papers/Degree will be required to submit their Copy of Equivalence

The application should be submitted to the Secretariat of Rwamagana District not later than 13/01/2017

Done at Rwamagana 03/01/2017.

MUDAHERANWA Regis

V/Mayor of Economic Development in Rwamagana District



MUDAHERANWA Regis
 Vice Mayor in Charge of
 Economic Development
 District
 Rwamagana District