

REPUBLIC OF RWANDA



EASTERN PROVINCE
KIREHE DISTRICT
E-mail:kirehedistrict@minaloc.gov.rw

JOB ANNOUNCEMENT

KIREHE District would like to invite qualified and motivated candidates to apply for the following positions:

№	TITLE OF JOB POSITIONS	JOB PROFILE	№ OF POSTS
01	Executive Secretary of the Sector	<p>A0 / A1 in Social Sciences, Arts, Sciences with 3 years of working experience or Master's Degree in Social Sciences, Arts, Sciences with 1 year of working experience</p> <p><u>Key Technical Skills and Knowledge Required</u></p> <ul style="list-style-type: none">-Leadership skills-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	01

02	Director of Education	<p>A0 in Education Sciences with 3 years of working experience; Or Master's Degree in Education Sciences with 1 year of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive knowledge and skills in Education -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; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	01
03	Director of Public Health	<p>A0 in Public Health, Health Sciences, Clinical Psychology, Social Work with 3 years of working experience; Or Master's Degree in Community Health, Public Health, Health Sciences, Clinical Psychology, Social Work with 1 year of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive knowledge and skills in Disability Mainstreaming -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; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	01
04	Advisor to the Executive Committee	<p>Bachelor's Degree in Political Sciences, Law, International Relations, Governance, Management, Public Administration, Administrative Sciences or Bachelor of Arts with at least 3 years of working experience or Master's Degree in Political Sciences, Law, International Relations, Governance, Management, Public Administration, Administrative Sciences or Bachelor of Arts with at least 1 year of working experience</p> <p><u>Key Technical skills and Knowledge Required</u></p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of Local Government Policies -Good knowledge of government policy-making processes; 	01

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		<ul style="list-style-type: none"> -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -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; -Report writing and presentation skills; -Computer Literate; -Coordination, planning and organizational skills; -Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; 	
05	JADF Officer	<p>A0 In Development Studies, Political Sciences, International Relations, Governance, Administrative Sciences, Public Administration, Management, Economics.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> -Coordination, planning and organizational skills -Leadership skills -High Analytical 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; knowledge of all is an advantage 	01
06	Animal Resources Officer at District Level	<p>A0 in Veterinary Science, Livestock, Medical Animal Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive Knowledge in Animal Resources -Computer Skills; -Organizational Skills; -Communication Skills; -High analytical Skills; -Complex Problem Solving; -Time management Skills; -Team working Skills; 	01

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07	Land Surveyor and GIS	<p>-Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p> <p>A0 in Geography, Topography, Land Surveying and GIS, Land Management.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Land Surveying skills -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 	01
08	Land administrator	<p>A0 in Land Administration, Law, Public Administration, Administrative Sciences, Rural Settlement or Bachelor of Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Land Administration skills -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 	01
09	Building Inspector	<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; knowledge of all is an advantage 	01
10	Billing Officer	<p>A0 in Accounting, Finance, Economics, Management.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; 	01

		<ul style="list-style-type: none"> - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
11	Administrative Assistant to the Mayor	<p>A1 in Secretariat Studies, Office Management; Or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law</p> <p><u>Key Technical Skills and Knowledge Required</u></p> <ul style="list-style-type: none"> -Office management skills -Excellent communication, organisation and interpersonal skills. -Computer knowledge (Word processing, Power Point and Internet) -Time management -Discretion - Analytical and problem solving -Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage. 	01
12	Finance and Administration Officer	<p>A0 / A1 in Management, Finance, Public Finance, Accounting, Business Administration, Public Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Knowledge of Rwanda's financial management standards and procedures; -Knowledge of Rwanda Public Service Management Standards and procedures; -Knowledge of Accounting principles and practices and financial data reporting; -Knowledge of Human Resource Management Principles and Practices; -Knowledge of Rwanda Public Financial Law; -Leadership and management skills; -Planning and organisational, Budgeting skills; -Communication skills; -Time management Skills 	07
13	Civil registration and Notary	<p>A0 Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Legal Analysis skills -Knowledge of working in pressurised environments. -Legal and Drafting Skills -Analysing skills -Communication skills -Excellent IT Skills (Outlook, Word, Excel, PowerPoint, Social Media) - Conscientious and independent worker -Fluent in Kinyarwanda, English and/ or French; 	02

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14	Accountant at Sector Level	<p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc)</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Knowledge of cost analysis techniques; -Knowledge to analyse complex financial information & Produce reports; -Deep understanding of financial accounts; -Planning and organisational skills; -Communication skills; -Strong IT skills, particularly in Financia software (SMART IFMIS); -Judgment & Decision Making Skills; -High Analytical Skills; -Interpersonal skills; -Time management Skills; 	02
15	Social Affairs Officer	<p>A0 / A1 in Social Works, Sociology, Psychology, Demography, Clinical Psychology, Education Science, Education Psychology, Arts and Humanities, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive knowledge and skills in Social Affairs -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; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	03
15	Animal Resources Officer at Sector Level	<p>A0 / A1 in Veterinary Science, Livestock, Medical Animal Sciences Or A1 in Veterinary Science, Livestock, Medical Animal Sciences or A2 in Veterinary with 5 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Knowledge of Rwanda's Agriculture sector policies and strategies; -Deep understanding and knowledge of the Rwandan and regional context for agribusiness development; -Computer Skills; -Organizational Skills; -Communication Skills; -High analytical Skills; -Complex Problem Solving; 	02

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		<ul style="list-style-type: none"> -Time management Skills; -Team working Skills; -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
16	Land, Infrastructures, Habitat and Community settlement Officer	<p>A0 / A1 in Land Management, Civil Engineering, Geography, Rural Settlement, Urban Planning</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Knowledge of Rwanda's Land, Infrastructures and Community Settlement -Deep understanding and knowledge of the Rwandan and regional context for Infrastructure 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. 	03
17	Health and Sanitation Officer	<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></p> <ul style="list-style-type: none"> -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; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	03
18.	Sector Education Officer	<p>A0 / A1 in Education Sciences, Education Psychology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive knowledge and skills in Education -Good knowledge of government policy-making processes; -Analytical, problem-solving and critical thinking skills. -Organizational Skills; -Communication Skills; -High analytical Skills; 	01

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		-Complex Problem Solving; -Time management Skills; -Team working Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	
19	Secretary and Customer Care	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Marketing, Communication <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	03
20		TOTAL	37

If you're interested in applying for any of the above positions, please

- Apply for the vacancy
- All applicants must apply using the E-recruitment online application system.
- This job announcement is also available at Kirehe District's website(www.kirehe.gov.rw), the closing date for submission of application is scheduled on 20/02/2022.

Done at Kirehe on 10/02/2022

RANGIRA Bruno

The Mayor of Kirehe District

