

REPUBLIC OF RWANDA

EASTERN PROVINCE
KIREHE DISTRICT



JOB ANNOUNCEMENT

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

Nº	TITLE OF JOB POSITIONS	JOB PROFILE	Nº OF POSTS
01	Planning, M&E Officer	A0 in Management, Economics, Development Studies, Project Management, Rural Development, Business Administration <u>Key Technical Skills & Knowledge required:</u> -Knowledge of results based management, logical framework approach, strategic planning processes and tools; -Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; -Knowledge of drafting Action Plans and Operational Plans; -Knowledge to conduct policy and analysis and draft proposals; -Knowledge of Monitoring and Evaluation concepts, systems and tools; -Computer Skills; -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	01
02	Road Development and Maintenance Engineer	A0 in Civil Engineering, Architecture, Public Works, Construction <u>Key technical skills and knowledge required:</u> -Deep understanding on Government policies implementation; -Road Maintenance skills	01

		-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; knowledge of all is an advantage	
03	SMEs & Cooperatives Development Officer	A0 in Entrepreneurship, Cooperative Development, Business Administration, Agribusiness, Management, Cooperative, Economics, Micro-Finance Key technical skills and knowledge required: -Extensive Knowledge in Cooperative Development 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; knowledge of all is an advantage	01
04	Business Development and Employment Promotion Officer at Sector level	A0 in Entrepreneurship, Microfinance, Business Economics, Economic, Rural Development, Business Administration, Management, Project Management, Finance and Accounting Key Technical Skills & Knowledge required: -Extensive knowledge in Entrepreneurship, Cooperatives, and Business Promotion -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;	01

05	Executive Secretary of the Cell	-Team working Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage A2 in Social Sciences, Arts and Sciences with 3 years of working experience. Key Technical Skills and Knowledge Required: -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 A2 in Humanities Sciences, Education, Agriculture, Rural Development	15
06	Socio-economic Development Officer	Key Technical Skills and Knowledge Required: -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	8

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

- Apply for the vacancy
- All applicants must apply using the recruitment online application system.

Done at Kirehe on 25/05/202

RANGIRA Bruno
The Mayor of Kirehe District

