



Republic of Rwanda
City of Kigali



VACANCY ANNOUNCEMENT

The City of Kigali seeks to recruit high qualified, professional, experienced, self-motivated and hardworking staff who will perform for the position of **the Executive Secretary (ES)**. The position is on the senior level of F, and report to the Executive Committee. The table below provides details regarding job description and qualification requirements.

Job Title	Job Description	Qualification
Executive Secretary	<ul style="list-style-type: none">- Analyse a complexity of infrastructure development problems facing the City of Kigali and accordingly advise the institution on remedial solutions;- Coordinate the preparation of the engineering conditions of plan and approval of specific types of private and public building developments;- Coordinate the integrated strategic planning, budgeting, resource mobilization, budget allocation, activities implementation, monitoring and evaluation, and reporting on the City of Kigali's performance progress and accordingly advise the Executive Committee on technical matters;- Engage local development stakeholders and partners in the elaboration and implementation of local development plans and closely follow up on the impact made by their interventions on the development of the City;- Ensure that the country and the City of Kigali's political vision/decisions are technically translated into actionable strategies meant for a coherent localization of national policies, strategies and or	<p>Master in Urban and regional planning, planning in Developing countries and Public Policy Development Studies, Economics and Finance with 5 and above years of working Experience in related field and more than 2 years in a senior level of the related field Or A0 in Civil Engineering, Construction, urban Design, Economics, Public Policy Development Studies with 7 years working Experience or 2 years in a senior Position of the related field.</p> <p>Key Technical Skills and Knowledge Required:</p> <ul style="list-style-type: none">- Knowledge in policy analysis, regional planning, land management and land policy- Extensive knowledge and understanding of the Central and Local Government Functioning;- Good knowledge of government policy-making processes;- Analytical, problem-solving and critical thinking skills.



	<p>programs and table, every three months, the budget execution report before the City of Kigali Council;</p> <ul style="list-style-type: none"> - Act as the Chief budget Manager to achieve optimal utilization of the City of Kigali's resources; - Chair the meetings of the Technical Coordination Committee and serve - Supervise all staff of the City of Kigali, monitor the elaboration and implementation of the capacity building plan and conduct an evaluation at the first degree of heads of units and an evaluation at the second degree for other staff. 	<ul style="list-style-type: none"> - 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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APPLICATION:

The application should comprise the following documents:

- ✓ An application form (available on the Public Service Commission's website/ www.psc.gov.rw);
- ✓ A copy of the required degree and professional certificates;
- ✓ A copy of the Rwanda National Identity card.

Interested and qualified candidates should send the above mentioned documents not later than **15th Feb.2017** to the address below:

City of Kigali Head Office/ City Hall or send their documents online through E-mail: info@kigalicity.gov.rw;

Website: www.kigalicity.gov.rw

Late applications will be rejected and only successful candidates will be contacted.

Done at Kigali, 8th February, 2017

Vianney MUGABO
Director General of Corporate Services,
City of Kigali

