



Republic of Rwanda  
City of Kigali



### JOBS VACANCY ANNOUNCEMENT

The City of Kigali seeks to recruit high qualified, professional, experienced, self-motivated, hardworking and morally upright staff who will perform who will perform for the following positions:

No	Posts	Job profile	Job description
1.	<b>Director of Procurement Unit (1)</b>	<p>A0 in Procurement, Management, Public Finance, Economics, with 3 years of working experience in procurement or Masters in Procurement, Management, Public Finance, Economics, with 1 year of working experience in procurement.</p> <p><b>Key Technical Skills &amp; Knowledge required</b></p> <ul style="list-style-type: none"><li>✓ High analytical skills;</li><li>✓ Negotiation Skills;</li><li>✓ Knowledge of basic business and purchasing practices;</li><li>✓ Excellent communication Skills;</li><li>✓ Knowledge of state contracting laws, regulations and procedures;</li><li>✓ Knowledge of grades, qualities, supply and price trends of commodities;</li><li>✓ Time management skills;</li><li>✓ Decision making skills;</li><li>✓ Computer Skills;</li><li>✓ Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li></ul>	<ul style="list-style-type: none"><li>- Coordinate the elaboration of the procurement plan for the City of Kigali, monitor its implementation and instil the practice of knowledge management;</li><li>- Control the compliance of tendering processes with applicable laws and regulations;</li><li>- Coordinate, in collaboration with concerned departments of the City of Kigali, the monitoring of contract execution and management cycle;</li><li>- Coordinate the timely reporting on the tendering process and avail related information to competent authorities;</li><li>- Serve as Member of the Technical Coordination Committee</li></ul>
2.	<b>Transportation Impact Assessment Engineer (1)</b>	<p>A0 in transportation Engineering &amp; Urban Transport Planning, Urban Design, Traffic Engineering, Railway Engineering, Civil</p>	<ul style="list-style-type: none"><li>- Initiate and carry out studies to assess the impact of intended or ongoing construction projects on the approved transport/road network and determine impact mitigation measures to support system-wide transportation objectives;</li></ul>

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		<p>Engineering, Road Engineering &amp; Construction and Traffic Management Having a Master degree in any of above fields is an added advantage.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>✓ Extensive Knowledge in Transportation and Impact Assessment</li> <li>✓ Organizational Skills;</li> <li>✓ Communication Skills;</li> <li>✓ Judgment &amp; Decision Making Skills;</li> <li>✓ Time management Skills;</li> <li>✓ Team working Skills;</li> <li>✓ Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	<ul style="list-style-type: none"> <li>- Work hand in hand with concerned staff at District and City of Kigali levels to assess the impact of new roads development and/or rehabilitation on local population housing properties, co-supervise the valuation exercise and closely follow up on compensation;</li> <li>- Work hand in hand with concerned staff at District and City of Kigali levels to review and update the existing transport/road networks;</li> <li>- Co-inspect ongoing construction to confirm whether the construction site has acceptable access to road network and confirm their compliance to road network standards;</li> <li>- Work hand in hand with concerned staff at District and CoK levels to carry out evaluation of construction sites and inspect whether site development/construction practices comply with accepted standards of transport/road network across the City of Kigali.</li> </ul>
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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](http://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 **November 9<sup>th</sup>, 2016 at 05:00 pm**, to any of the addresses below:

- ✓ City of Kigali Head Office;
- ✓ E-mail: [info@kigalicity.gov.rw](mailto:info@kigalicity.gov.rw);
- ✓ Website: [www.kigalicity.gov.rw](http://www.kigalicity.gov.rw)

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

Done at Kigali, **November 1<sup>st</sup>, 2016**

  
**Vianney MUGABO**  
**Director General of Corporate Services,**  
**CITY OF KIGALI**

