




Republic of Rwanda
City of Kigali




VACANCIES ANNOUNCEMENT

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

Job Title	Job level	Nbre of positions	Direct Supervisor	Job Description	Qualification
1. Road Development Engineer (Contractual, 1 year)	4. II	1	Director of Infrastructure Unit	<ul style="list-style-type: none">- Design and update the urban road development network and work hand in hand with concerned stakeholders- Identify road development needs across the City of Kigali and carry out a financial implication analysis in this regard and advise the institution accordingly;- Analyse and recommend priority intervention plans for road construction across the City of Kigali;- Carry out or review pre-feasibility, feasibility plans for road construction across the City of Kigali.- Supervise all works of roads development falling under the responsibility of the City of Kigali and produce periodical reports thereof.	A0 in Construction Management, Civil Engineering, Real Estate & Construction Management, Road Engineering & Construction, Building & Construction, Civil Infrastructure Engineering, Road Safety Management
2. Neighborhood & Housing Architect (Contractual, 1 year)	4.II	1	Director of Urban Planning and Construction One Stop Centre	<ul style="list-style-type: none">- Elaborate and implement the City of Kigali's strategy on neighbourhood development, architectural plan designs for affordable housings;- Implement all decisions of the City of Kigali Council pertaining to neighbourhood development and housing architecture design;- Work hand in hand with concerned staff at District level and stakeholders to design, and monitor the implementation of neighbourhood housing	A0 in Civil Engineering, Building Science and Sustainable Design, Architecture, Urban Planning, Design & Management


				<p>architectural plans;</p> <ul style="list-style-type: none"> - Elaborate and recommend actionable strategies to upgrade existing housing architectural plans across the City of Kigali; - Work hand in hand with relevant stakeholders to organise and conduct campaigns meant to promote neighbourhood development, architectural plans and affordable housings development across the Districts of the City of Kigali. 	
<p>3. Master Plan Zoning Guidelines Assessment Officer (Contractual, 1 year)</p>	4.II	1	<p>Director of Urban Planning and Construction One Stop Centre Unit</p>	<ul style="list-style-type: none"> - Work hand in hand with all concerned staff at the District and City of Kigali levels to elaborate, implement and or review the Kigali Master Plan Zoning Guidelines and monitor the compliance of construction with zoning guidelines across the Districts of the City of Kigali; - Assess the construction plans/projects submitted to the City of Kigali by private or public actors against the approved zoning guidelines prior to the issuance of construction permits; - Conduct inspection of ongoing construction works to confirm compliance with applicable zoning guidelines; - Provide technical support to the Districts of CoK during the elaboration or review of zoning guidelines applicable to their specific master plans; - Work hand in hand with relevant stakeholders to organise and conduct campaigns meant to raise local population awareness on any change occurred in the zoning guidelines both at the District and City of Kigali levels. 	<p>A0 in urban design, urban planning, architecture, Civil Engineering</p> 
<p>4. Transportation Impact Assessment Engineer</p>	4.II	1	<p>Director of Urban Planning and Construction One Stop Centre Unit</p>	<ul style="list-style-type: none"> - 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; - 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 	<p>A0 in Sustainable Urban Planning & Design, Transport & Geo-information Technology, Transportation Engineering, Transportation & Urban System, Urban Design, Urban Planning, Railway Engineering Construction Management, Civil</p>

7

				<p>and closely follow up on compensation;</p> <ul style="list-style-type: none"> - Work hand in hand with concerned staff at District and City of Kigali levels to review and update the existing transport/road networks; - Co-inspect ongoing construction to confirm whether the construction site has acceptable access to road network and confirm their compliance to road network standards; - 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. 	<p>Engineering, Road Engineering & Construction, Civil Infrastructure Engineering, Road Safety Management</p>
<p>5. Public Transport Officer</p>	<p>4.II</p>	<p>1</p>	<p>Director of Infrastructure Unit</p>	<ul style="list-style-type: none"> - Elaborate and implement the urban transport and management plan in collaboration with Stakeholders; - Elaborate standard norms of transport within the City of Kigali and supervise the compliance by private and public transport operators; - Identify new roads and car parks needs across the City of Kigali and carry out a financial implication analysis and advise the institution; - Maintain an updated database of licensed public and private transport operators across the City of Kigali; - Develop tools and mechanisms to improve transport and urban traffic; 	<p>A0 in Sustainable Urban Planning & Design, Transport & Geoinformation Technology, Transportation Engineering, Transportation & Urban System, Urban Design, Railway Engineering Construction Management, Civil Engineering, Road Engineering & Construction, Building & Construction, Civil Infrastructure Engineering, Road Safety Management, Economics, Law or Sociology.</p>
<p>6. Building Structural Assessment Engineer Complying</p>	<p>4.II</p>	<p>1</p>	<p>Director of Urban Planning and Construction One Stop Centre Unit</p>	<ul style="list-style-type: none"> - Work hand in hand with all concerned staff and stakeholders at the District and City of Kigali levels to elaborate and implement the strategy to design or supervise the design, implementation and or review of building structural plans across the City of Kigali; - Assess the construction plans/projects submitted to the City of Kigali by private or public actors against the approved City architectural plan prior to the issuance of construction permits; - Co-inspect ongoing construction works to confirm 	<p>A0 in Urban Design, Urban Planning, Architecture, Civil Engineering, Structural Engineering</p>



				<ul style="list-style-type: none"> - compliance with applicable masterplan guidelines; - Monitor the practices of building structural plans and practices of the upgrading of informal settlements across the Districts of the City of Kigali; - Work hand in hand with relevant stakeholders to organise and conduct campaigns meant to raise local population awareness on the importance of complying with approved building structural plans during their construction work. 	
7. Human Resources Management Officer	4.II	1	Director of Human Resources and Administration	<ul style="list-style-type: none"> - Process and follow up on timely recruitment and appointment of staff and arrange induction courses for newly appointed ones; - Prepare guidelines and template, in accordance with applicable laws and regulations, for staff performance appraisal and manage staff career development; - Maintain staff database on a regular basis, keep and update their records regarding leave, social security, health insurance, and other benefits they are entitled to; - Prepare and manage payrolls with their withholds; - Elaborate and keep updated Human Resource Management Procedure Manuals and Code of Conduct and regularly update data on the organizational structure; - Develop measures of Staff Welfare and arrange intra-organizational conflict management and general counselling services intended for staff as per their needs/consent; - Carry out, in close collaboration with heads of department, staff training needs assessment, elaborate capacity building plans, monitor their implementation and advise on career development path. 	A0 in Human Resources Management, Public Administration, Administrative Sciences, Management
8. Administrative Assistant to the Executive Secretary	5.II	1	Executive Secretary	<ul style="list-style-type: none"> - Read and verify the form and substance of documents submitted to the Executive Secretary; - Prepare the Executive Secretary's agenda, including appointments schedule; - Prepare, manage, record and dispatch correspondences 	A1 in Secretariat Studies, Office Management; Or A0 in Public Administration, Administrative Sciences, Management, Sociology,

			<ul style="list-style-type: none"> by or intended for the Executive Secretary; - Manage the Office of the Executive Secretary and handle his/her visitors; - Monitor the implementation status of instructions and or recommendations issued by the District Executive Secretary to various Units or Sectors; - Make logistical arrangements for all meetings chaired by the Executive Secretary. - Arrange external meetings and appointments of the Executive Secretary; - Organize travels for the Executive Secretary and work hand in hand with public relations, customer care to provide protocol to Executive Secretary's visitors. 	Social work, Law
9. HIV/AIDS and Diseases Control (contractual staff, 1 year)		1	<p>Coordinator of Kigali Rehabilitation Transit Centre</p> <ul style="list-style-type: none"> - Ensure primary health care provision; - Assist individuals that have been infected with the virus to overcome the trauma; - Put in place various coping mechanism to help the individual lead as normal a life as possible; - Educate people about the virus and transmissible diseases on how to protect themselves against infection; - Run AIDS awareness and education programs, as and when required. 	Bachelor's Degree (Ao) in Public Health, Nursing, Clinical Psychology
10. Psychologist (contractual staff, 1 year)		1	<p>Coordinator of Kigali Rehabilitation Transit Centre</p> <ul style="list-style-type: none"> - Lead group or individual counselling sessions; - Talk to people and foresting positive mental health and personal growth; - Correct behavioral disorders caused by improper development; - Determine the best courses of particular treatment; - Prevent, diagnose and treat mental disorders; - Report to the Coordinator of KRTC. 	Bachelor's Degree (Ao) in Psychology or Clinical Psychology

7

11. Technician in charge of Public & Street lights (Contractual, 1 year)		1	Director of Infrastructure Unit	<ul style="list-style-type: none"> - Follow up of regular maintenance of Public lights within Kigali City; - Conduct daily Inspection of public lights or street lighting and traffic lights; - Keep record/inventory of all required materials needed for energy rehabilitation in City; - Advise Kigali City on issues regarding public lights maintenance, cost minimizing 	A2 Electricity with a minimum of 3 year working experience
---	--	---	---------------------------------	---	--

Candidates fulfilling requirements are encouraged to apply via E-recruitment (<http://recruitment.mifotra.gov.rw/>).

N.B: Candidates with foreign degrees must fill in the above system their equivalences from High Education Council;

Done at Kigali, on October 23rd, 2017


Vianney MUGABO
 Director General of Corporate Services

