



*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 table below provides details related to the job.

Job Title	Job level	Nbre of position	Director Supervisor	Job Description	Qualification
Executive Secretary	F	1	City Executive Committee	<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 buildings development;- 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;	Master in Urban and Regional Planning, Planning in development countries and Public Policy Development studies, Economics and Finance, with at least 5 years working Experience in related field and more than 2 years in a senior level of related field; Or Ao in Civil Engineering, Construction, Urban Design Economics, Public Policy Development studies with 7 years working experience or at least 2 years in a senior Position of the related field <u>Key Technical Skills and Knowledge Required:</u>

17

				<ul style="list-style-type: none"> - Ensure that the country and the City of Kigali's political vision/ decision are technically translated into actionable strategies meant for a coherent localisation of national policies, strategies and or programs and table, every three months, the budget execution report before the City of Kigali Council; - Act as the Chief Budget Manager to achieve optimal utilisation of the City of Kigali's resources; - Chair the meetings of the Technical Coordination Committee and serve as an acting Mayor during the period of elections of members of the Executive Committee of the City of Kigali; - 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"> - Knowledge in policy analysis, regional planning, land management and land policy; - Extensive knowledge and understanding of the Central and Local Government Functioning; - 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
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Candidates fulfilling requirements are encouraged to apply via E-recruitment (<http://recruitment.mifotra.gov.rw/>)

Done at Kigali, on May 14th, 2018

Vianney MUGABO
Acting Executive Secretary,
City of Kigali

