




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
<b>1. Waste Management Environment Officer</b>	4.II	1	Director of Infrastructure Unit	<ul style="list-style-type: none"><li>- Elaborate and implement, in close collaboration with other concerned staff at the CoK level, the strategy to monitor the implementation of national policies or programs on waste and environment management in the Districts of City of Kigali and produce consolidated reports thereof;</li><li>- Elaborate and implement, in close collaboration with concerned staff and stakeholders at District level, a coordinated greening and beautification plan, and public green space management within the City of Kigali;</li><li>- Conduct the environment impact assessment of infrastructure related projects to be or being implemented (ex-ante and ex-post assessment) by the City of Kigali and advise accordingly;</li><li>- Co-implement the decisions of the City of Kigali Council on waste management and environmental management matters;</li><li>- Organize and implement, in collaboration with other relevant stakeholders at District level, campaigns meant to promote sustainable waste and environmental management at institutional and household levels.</li></ul>	A0 in Civil Engineering, Environment Sciences, Environment Management, Industrial Chemistry, Sanitation or Environment 

8

<p><b>2. Neighborhood &amp; Housing Architect</b> (Contractual, 1 year )</p>		1	<p>Director of Urban Planning and Construction One Stop Centre</p>	<ul style="list-style-type: none"> <li>- Elaborate and implement the City of Kigali's strategy on neighbourhood development, architectural plan designs for affordable housings;</li> <li>- Implement all decisions of the City of Kigali Council pertaining to neighbourhood development and housing architecture design;</li> <li>- Work hand in hand with concerned staff at District level and stakeholders to design, and monitor the implementation of neighbourhood housing architectural plans;</li> <li>- Elaborate and recommend actionable strategies to upgrade existing housing architectural plans across the City of Kigali;</li> <li>- 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.</li> </ul>	<p>A0 in Civil Engineering, Building Science and Sustainable Design, Architecture, Urban Planning, Design &amp; Management</p>
<p><b>3. Media and communication Officer</b></p>	4. II	1	<p>Director of Human Resource and Administration Unit</p>	<ul style="list-style-type: none"> <li>- Develop the media and communication strategy/plan of the City of Kigali, ensure its effective implementation and produce periodical reports thereof;</li> <li>- Gather and disseminate information about the City of Kigali using a range of communication mediums and manage the institution information and communication fluxes;</li> <li>- Post information intended for institution services users or guests on the City of Kigali's website and other media outlets;</li> <li>- Organize press conferences, radio and televised broadcasts to inform the public on the progress and or outcomes of different events/initiatives running in the City of Kigali;</li> <li>- Write, in collaboration with concerned staff, articles and or briefs meant for publication in various</li> </ul>	<p>A0 in Communication, Mass Media, Public Relations, Journalism, Linguistics and Literature.</p> 

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				<p>communication mediums;</p> <ul style="list-style-type: none"> <li>- Establish and manage relationships between the institution and the media world.</li> </ul>	
<b>4. Urban Sociologist</b>	4. II	1	Director of Social Development Unit	<ul style="list-style-type: none"> <li>- Collect Data about attitudes, values and behaviours of local population vis a vis intended or existing projects or programs within the City of Kigali</li> <li>- Plan, in collaboration with any relevant stakeholders and conduct research meant to gather evidences on critical issues facing socio-economic groups in the CoK</li> <li>- Assist in the design and conduct of research meant to study Urban Sociology, their performance and emerging issues and use the findings/gathered evidences to support local decisions-making processes;</li> <li>- Identify and advise the Officials on existing or potential opportunities for promoting the economy of the City of Kigali;</li> <li>- Co-implement decisions made by the CoK Council related to Social Development domain</li> <li>- Identify Key Stakeholders/Partners involved in Social Development domain and serve as Liaison Officer with them towards this end;</li> <li>- Organize and implement of awareness campaigns meant to raise local population awareness on social development and sustainable environment policies and programs.</li> </ul>	<p>A0 in Economics, Development Studies, Business Administration, Management, Sociology, Socio- Economics</p> 

8

<b>5. Project Construction and Orientation Officer</b>	6.II	1	Urban Planning and Construction One Stop Centre	<ul style="list-style-type: none"> <li>- Assist the Director of Urban Planning and construction One Stop Centre in his administrative functions;</li> <li>- Receiving, Orienting and Facilitating the clients in Urban Planning and construction One Stop Centre;</li> <li>- Receiving and dispatching incoming developers project documents through and by operating the Construction Permitting Management Information System- CP-MIS;</li> <li>- Analyze and make the synthesis of files for approval by the Director;</li> <li>- Make corrections of documents for signature by the Director;</li> <li>- Identify the priority files to subject to the Director;</li> <li>- Register, handle and classify files;</li> <li>- Execute all other similar tasks assigned by his immediate superiors</li> </ul>	A0 in Management, Project Management, Economics, Communication, Public Relations, Journalism, Arts in Education, Marketing, and Linguistic with at least 2 years' experience in Construction Permitting-Management Information System (CP-MIS)
<b>6. Nurse</b> (Contractual, 1 year renewable)		1	Coordinator of Kigali Rehabilitation Transit Centre (KRTC)	<ul style="list-style-type: none"> <li>- Ensure primary health care provision to the people at KRTC ;</li> <li>- Provide HIV/AIDS voluntary Counseling and Testing;</li> <li>- Educate people at KRTC about transmissible diseases on how to protect themselves against infection;</li> <li>- Perform any other related tasks assigned by his/her Supervisor.</li> </ul>	A2 in Nursing with at least 2 years of working experience

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

Done at Kigali, on June 7<sup>th</sup>, 2018

**Jean de Dieu MUSONI**  
Acting Executive Secretary,  
City of Kigali

