



*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	Number of positions	Direct Supervisor	Job Description	Qualification
1. Coordinator for Kigali Transit Center (Contractual)	3.II	1	Director General of Social Development	<ul style="list-style-type: none">- To coordinate all activities of Kigali Transit Centre (KTC)- To report on transit Center activities- To plan and budget for activities of Kigali Transit Center;- To represent the City of Kigali leadership at Kigali Transit Center located at Gikondo	A0 in Management, Public Administration, Political Sciences, Social Sciences, Law with 3 years of working experience
2. Procurement Specialist	3. II	1	Director of Procurement	<ul style="list-style-type: none">- Assure the quality of the elaborated procurement plan for the City of Kigali, monitor its implementation and produce consolidated reports thereof;- Coordinate the elaboration of Technical Specifications by Technical Units and Tender Documents- Obtain approval of the tender award recommendations from the Tender Committee, publish the results of the tendering process and accordingly notify bidders;- Assure the quality of prepared contracts for tender winners in collaboration with the Legal	A0 in Procurement, Management, Public Finance, Economics, Law, Civil Engineering, Accounting with 3 years of working experience or Masters in Procurement, Management, Public Finance, Economics, Law, Civil Engineering, Accounting <u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none">- High Analytical Skills;- Negotiation Skills;- Knowledge of basic business

				<p>advisor;</p> <ul style="list-style-type: none"> - Monitor Procurement Officers in their duties - Manage, in collaboration with concerned departments, the contract cycle in accordance with the applicable law and regulations and under the supervision of the Director of Procurement, avail information requested by competent authorities. 	<ul style="list-style-type: none"> - and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
3. Electricity and Public Lights Engineer	4. II	1	Director of Infrastructure	<ul style="list-style-type: none"> - Work hand in hand with concerned staff to design and update the urban electricity network and conduct regular inspections of public lighting and electrification coverage across the City of Kigali; - Identify, in close collaboration with concerned stakeholders, public lighting and maintenance needs across the City of Kigali and carry out a financial implication analysis in this regard and advise the institution accordingly; - Conduct or review pre-feasibility, feasibility plans of public street lighting and electrification across the City of Kigali; - Supervise, in close collaboration with the concerned stakeholders all works of public street lighting and maintenance across the City of Kigali. 	<p>A0 in electricity engineering or Master's degree in electricity engineering.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive Knowledge in Electricity and Public Lights - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
4. Project Construction	6.II	1	Director of Urban Planning	<ul style="list-style-type: none"> - Receive and welcome direct customers and or mails/correspondences and direct them to concerned personnel within the Construction 	<p>A0 in Communication, Journalism, Public Relations, Marketing, Linguistics and</p>

and Orientation Officer			and Construction One Stop Centre	<p>One Stop Centre;</p> <ul style="list-style-type: none"> - Provide reference numbers to all dossiers received, stamp all documents signed by the Director of the One Stop Centre and keep computerized records thereof; - Make a follow up on the status of dossiers oriented to various personnel, follow up on complaints by service seekers and advise the COSC on corrective measures; - Prepare periodical reports of incoming and outgoing correspondences regarding land and construction services. 	<p>Literature</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent interpersonal skills; - Knowledge in Hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills; Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage
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Candidates fulfilling the requirements are encouraged to apply via E-recruitment (<http://recruitment.mifotra.gov.rw/>)

Done at Kigali, on 05/09 /...../2018

Eng. A. M. Claude MUTUYIMANA
Executive Secretary of the City of Kigali

