

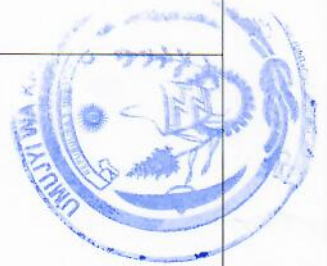
Republic of Rwanda  
City of Kigali




## **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:

<b>Job Title</b>	<b>Job level</b>	<b>Nbre of positions</b>	<b>Direct Supervisor</b>	<b>Job Description</b>	<b>Qualification</b>
<b>1. Legal Advisor</b>	3.II	1	Executive Secretary	<p>- Prepare and sign at first degree any tender contract entered into between the City of Kigali and contractors/service providers;</p> <p>- Draft bye-laws to be issued by the City of Kigali authorities and advise on the legal impact of any decision of strategic importance taken or to be taken by the institution;</p> <p>- Analyse contentious dossiers and/or litigious requests emanating from users or agents of the institution, gather supporting evidence, and recommend conclusions intended for the Attorney General concerning the way out from litigious issues involving the City of Kigali;</p> <p>- Collect and safeguard decisions carrying jurisprudence on the City of Kigali appeal, and establish the documentation to serve the institution in future regarding litigious matters;</p> <p>- Serve as a member of the City of Kigali Technical Coordination Committee and proactively or reactively provide legal advice whenever necessary to avoid or deal with litigation.</p>	<p>A0 in Law with 3 years of working experience in legal practice. Or Master's Degree in Law with 1 years of working experience in legal practice.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Legal Analysis skills</li> <li>- Knowledge of working in pressurised environments.</li> <li>- Legal and Drafting Skills</li> <li>- Analysing skills</li> <li>- Communication skills</li> <li>- Excellent IT Skills (Outlook, Word, Excel, PowerPoint, Social Media)</li> <li>- Conscientious and independent worker</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>



<p><b>2. Road Development Engineer</b></p>	<p>4.II</p>	<p>I</p>	<p>Director of Infrastructure Unit</p>	<ul style="list-style-type: none"> <li>- Design and update the urban road development network and work hand in hand with concerned stakeholders</li> <li>- Identify road development needs across the City of Kigali and carry out a financial implication analysis in this regard and advise the institution accordingly;</li> <li>- Analyse and recommend priority intervention plans for road construction across the City of Kigali;</li> <li>- Carry out or review pre-feasibility, feasibility plans for road construction across the City of Kigali.</li> <li>- Supervise all works of roads development falling under the responsibility of the City of Kigali and produce periodical reports thereof.</li> </ul>	<ul style="list-style-type: none"> <li>- A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management</li> <li>- Key Technical Skills &amp; Knowledge required:</li> <li>- Extensive Knowledge in Road Development</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving 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>
<p><b>3. Neighbourhood and Housing Planning Engineer</b></p>	<p>4.II</p>	<p>I</p>		<ul style="list-style-type: none"> <li>- Elaborate and implement the City of Kigali's strategy on neighbourhood development and prototype housing plans for affordable housings;</li> <li>- Implement all decisions of the City of Kigali Council pertaining to neighbourhood development and prototype housing plans;</li> <li>- Work hand in hand with concerned staff at District level to design housing plan, and monitor the implementation of neighbourhood development and prototype housing plans across the Districts of the City of Kigali;</li> <li>- Elaborate and recommend actionable strategies to upgrade neighbourhoods across the City of Kigali in accordance</li> </ul>	<p>A0 in Civil Engineering, Building Science and Sustainable Design, Architecture, Urban Planning, Design &amp; Management, Regional Planning and Policy</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive Knowledge in Housing Planning</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> </ul>

				with approved land use plans; - 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.	- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
<b>4. Coordinator of Kigali Transit Center (contractual)</b>	1	Director of General Social Development	<ul style="list-style-type: none"> <li>- To coordinate all activities of Kigali Transit Centre (KTC)</li> <li>- To report on transit Centre activities</li> <li>- To plan and budget for activities of Kigali Transit Centre;</li> <li>- To represent the City of Kigali leadership at Kigali Transit Centre located at Gikondo</li> </ul>	A0 in Management, Public Administration, Political Sciences, Social Sciences, Law with 3 years of working experience	

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

Done at Kigali, on 08/08/2019

*Joseph Niyongabo*



**Joseph NIYONGABO**  
Director General of Corporate Services