



VACANCY ANNOUNCEMENT

The City of Kigali seeks to recruit high qualified, professional, experienced, self-motivated and hardworking staff who will perform in the position of **Director of General Planning Unit**.

Key duties and attributions

- Elaborate guidelines for integrated planning of the City of Kigali and monitor compliance by various departments/units;
- Render technical support in the elaboration of actionable strategies meant to monitor the localization of national policies and implement the decisions of the City of Kigali Council;
- Monitor the overall progress in the execution of the strategic plan, action plan and Imihigo, produce consolidated activity performance reports and advise accordingly;
- Supervise the consolidation of strategic plans, implementation, monitoring and evaluation reports emanating from various departments/units and supervise the management of the City of Kigali database;
- Develop and operationalize strategies meant to strengthen relationships and ensure active participation of multi-local stakeholders in the assessment of local priorities towards a responsive local planning, implementation, monitoring and evaluation;
- Serve as a member of the City of Kigali Technical Coordination Committee and advise the institution on matters pertaining to integrated planning, implementation, monitoring and evaluation.

Job Profiles

A0 in Management, Economics, Development Studies, Project Management, Business Administration with 3 years of working Experience or Masters in Management, Economics, Development Studies, Project Management, Business Administration with 1 year of working experience.

Key Technical Skills & Knowledge required

- ✓ Knowledge of Planning concepts, systems and tools;
- ✓ Computer Skills;
- ✓ Organizational Skills;
- ✓ Communication Skills;
- ✓ High analytical Skills;
- ✓ Complex Problem Solving;
- ✓ Time management Skills;
- ✓ Team working Skills;
- ✓ Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.

APPLICATION:

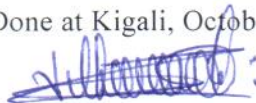
The application should comprise the following documents:

- ✓ An application form (Available on the Public Service Commission's website/ www.psc.gov.rw);
- ✓ A copy of the required degree and professional certificates;
- ✓ A copy of the Rwanda National Identity card.

Interested and qualified candidates should send the above mentioned documents not later than October 17th, 2016 at 05:00 pm, to the address below: City of Kigali, E-mail: info@kigalicity.gov.rw; Website: www.kigalicity.gov.rw

Late applications will be rejected and only successful candidates will be contacted.

Done at Kigali, October 7th, 2016


Vianney MUGABO
Director General of Corporate Services,
CITY OF KIGALI

