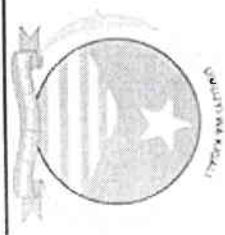




Republic of Rwanda  
City of Kigali



## 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 Description	Qualification
<b>1. City Council Affairs Specialist (1)</b>	<ul style="list-style-type: none"> <li>- Coordinate the planning, budgeting, implementation, monitoring, evaluation and reporting of the City of Kigali Council Office's activities and supervise, at first degree, all staff therein;</li> <li>- Manage the agenda of the City of Kigali Council and ensure that there is effective communication with the Executive Committee and other relevant organs/institutions on matters of strategic importance and produce periodical reports of the City of Kigali Council;</li> <li>- Analyse any information (documents, files, reports, etc.) submitted to the City of Kigali Council, produce an executive summary thereof and advise accordingly;</li> <li>- Serve as the minutes taker to the City of Kigali Council meetings, advise on the impact of any decision of strategic importance to be taken and closely follow up on the implementation status of all City of Kigali Council's decisions;</li> <li>- Prepare working documents for City Council meetings, serve as a member of the Technical</li> </ul>	<p>A0 in Political Sciences, Public Administration, Administrative Sciences, Public Policy, Law, Social Work, Sociology, Governance, Economics with 3 years of working experience or Master's Degree or Equivalent in Political Sciences, Economics, Management, Public Administration, Administrative Sciences, Public Policy, Law, Social Work, Sociology, Governance, Economics</p> <p><b>Key Technical skills and Knowledge Required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of Local Government Functioning;</li> <li>- Good knowledge of government policy-making processes;</li> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analysed and how it affects the various business units.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Leadership skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> </ul>



	<p>Coordination Committee and advise the institution on matters pertaining to the City of Kigali Council.</p>	<ul style="list-style-type: none"> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>
<p><b>2. Constituency Affairs Officer (1)</b></p>	<ul style="list-style-type: none"> <li>- Prepare logistical arrangements both for meetings and visits/outreach of the City of Kigali Councilors to their constituencies;</li> <li>- Keep the record of all issues brought by the citizens to the attention of Councilors for action and provide regular feedback to concerned citizens;</li> <li>- Analyse and exploit all reports of the City of Kigali Councils with the intent to identify issues which need the City of Kigali Council's attention;</li> <li>- Assist closely the City Council Affairs Specialist in following up on the implementation status of all City of Kigali Council's decisions;</li> <li>- Assist closely the City Council Affairs Specialist in preparing periodical reports of the City of Kigali Council.</li> </ul>	<p>A0 in Political Sciences, Public Administration, Administrative Sciences, Management, Economics, Administrative Sciences, Sociology, Law, Psychology, Public Policy, Governance.</p> <p><b>Key Technical skills and Knowledge Required:</b></p> <ul style="list-style-type: none"> <li>- Good knowledge of government policy-making processes;</li> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Leadership skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills</li> </ul>
<p><b>3. Advisor to the Mayor (1)</b></p>	<ul style="list-style-type: none"> <li>- Examine the content of any information (documents/files, reports, etc.) submitted to the Mayor for consideration, prepare an executive summary thereof and advise accordingly;</li> <li>- Analyse the impact of intended and or existing Memoranda of Understanding (MoU), bilateral, multilateral agreements or any other partnership entered into or to be entered into by the City of Kigali and advise accordingly;</li> <li>- Provide strategic advice in a bid to ensure coherence between national and local political orientation;</li> <li>- Analyse the annual performance report of the City of Kigali and provide advice on areas of</li> </ul>	<p>A0 in Economics, Law, Political Sciences, Administrative Sciences, Public Administration, Socio Economics, Development Studies, Sociology, Social Work with 3 years of working experience or Master's Degree in Economics, Law, Political Sciences, Public Administration, Administrative Sciences, Socio Economics, Civil Engineering, Development Studies, Sociology, Social Work with 1 year of working experience</p> <p><b>Key Technical skills and Knowledge Required:</b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of Local Government Policies</li> <li>- Good knowledge of government policy-making processes;</li> <li>- Analytical, problem-solving and critical thinking skills</li> <li>- Technical understanding of system being analysed and how it affects the various business units.</li> </ul>



	<ul style="list-style-type: none"> <li>- improvement;</li> <li>- Draft and or review speeches and any other message to be delivered by the Mayor and serve as minutes taker for meetings chaired by the Mayor;</li> <li>- Serve as a member of the City of Kigali Technical Coordination Committee (TCC).</li> </ul>	<ul style="list-style-type: none"> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Leadership skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills</li> </ul>
<p><b>4. Director of Infrastructure (1)</b></p>	<ul style="list-style-type: none"> <li>- Coordinate the planning, budgeting, resource mobilization, implementation, monitoring and evaluation reporting of the Unit activities and instill the practice of knowledge management;</li> <li>- Coordinate the elaboration and oversee the implementation of actionable strategies or plans meant to monitor the localized implementation of national policies on infrastructure, transportation, water and sanitation across Districts and ensure the implementation of City of Kigali Council's decisions in this regards;</li> <li>- Supervise all infrastructure works pertaining to transports management, road development, rehabilitation and maintenance, water and sanitation and urban traffic Plans;</li> <li>- Coordinate campaigns meant to raise local population and key players' awareness on the preservation of public infrastructures;</li> <li>- Serve as a member of the City of Kigali Technical Coordination Committee and advise the institution on matters pertaining to urban infrastructures.</li> </ul>	<p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management, Sustainable Urban Planning &amp; Design, Transport &amp; Geo-information Technology, Transportation Engineering, Transportation &amp; Urban System, Urban Design, Urban Planning, Railway Engineering with an experience of 3 years in the field of transport and civil engineering or Master's degree in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management, Sustainable Urban Planning &amp; Design, Transport &amp; Geo-information Technology, Transportation Engineering, Transportation &amp; Urban System, Urban Design, Urban Planning, Railway Engineering with 1 year of working experience.</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</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 BHS an advantage</li> </ul>



<p><b>5. Master Plan Implementation Officer (1)</b></p>	<ul style="list-style-type: none"> <li>- Elaborate the strategy to implement the Kigali City Master Plan and monitor the implementation of national policies or programs on land use across the Districts of the City of Kigali and produce consolidated reports thereof;</li> <li>- Implement the decisions of the City of Kigali Council pertaining to master plan implementation;</li> <li>- Provide technical support to the Districts of the City of Kigali in the area of land management and master plan implementation;</li> <li>- Work hand in hand with relevant stakeholders to organise and implement campaigns meant to promote the Kigali City Master Plan and raise local population's awareness on the importance of compliance during public and private building construction;</li> <li>- Work hand in hand with concerned staff at Districts and City of Kigali levels to inspect ongoing public and private construction works compliance with zoning regulations and guidelines, and permitted land uses.</li> </ul>	<p>A0 in urban planning, urban design, urban and regional planning. Having a Master degree in any of above fields is an added advantage.</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Extensive Knowledge in Master Plan Implementation</li> <li>- Extension skills in GIS and other planning softwares is a prerequisite</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical 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>6. Customer Care Officer (1)</b></p>	<ul style="list-style-type: none"> <li>- Provide good hospitality to institution users or guests, assist them with their respective needs, and provide them with protocol;</li> <li>- Organize customer satisfaction surveys or opinion polls on services offered by the City of Kigali;</li> <li>- Follow up on complaints by service seekers and advise the institution on corrective measures;</li> <li>- Develop and manage systems for monitoring the quality of customer care and service delivery;</li> <li>- Monitor the implementation of the service client charter, and ensure that services</li> </ul>	<p>A0 in Communication, Journalism, Public Relations, Marketing, Linguistics and Literature</p> <p><b>Key technical skills and knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Excellent interpersonal skills;</li> <li>- Knowledge in Hospitality management;</li> <li>- Public speaking skills;</li> <li>- Time management skills;</li> <li>- Organizational skills;</li> <li>- Excellent communication skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage</li> </ul>



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	provided by departments are well known to service seekers and requirements checklist available. - Respond to and or redirect telephone and email enquiries where appropriate.	
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**APPLICATION:**

The application should comprise the following documents:

- ✓ An application form (Available on the Public Service Commission and on the City of Kigali's websites: [www.psc.gov.rw](http://www.psc.gov.rw) & [www.kigalicity.gov.rw](http://www.kigalicity.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 **February 28<sup>th</sup>, 2017 at 5:00 pm**, to any of the address below:

- City of Kigali Head Office (City Hall);
- E-mail: [info@kigalicity.gov.rw](mailto:info@kigalicity.gov.rw);

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

Done at Kigali, February 21<sup>st</sup>, 2017



**Vianney MUGABO**  
**Director General of Corporate Services,**  
**City of Kigali**

