



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 senior positions:

Job Title	Job level	Nbre of positions	Direct Supervisor	Job Description	Qualification
1. Director General of Corporate Services	2.III	1	Executive Secretary	<ul style="list-style-type: none"> - Deputize the Executive Secretary of the City of Kigali in his/her duties during his or her absence and serve as a member of the Technical Coordination Committee; - Coordinate the budget preparation exercise and management of human, physical and financial resources to achieve rational utilization of the City of Kigali's resources; - Coordinate the consolidation of cash flow plan, fund requests and production of reports on the City of Kigali's resources utilization from different units to be submitted to the competent authorities through the Executive Secretary; - Sign and execute payments to be effected by the City of Kigali on the basis of a pre-approved cash flow/payment plan and coordinate contract management to ensure value for money; - Coordinate the elaboration and implementation of both the City of Kigali capacity building and procurement plan and supervise the valuation and amortization of 	<p>A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 5 years of working experience or Master's Degree in Economics, Management, Business Administration, Public Administration, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 3 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Human Resources Policy and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Servant



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				the assets of the institution.	<ul style="list-style-type: none"> - & Labour laws and Financial Law; - Knowledge of Electronic equipment and computer hardware and software; - Leadership skills; - Coordination, Planning & Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Judgment and Decision Making Skills; - Complex Problem Solving; - Negotiation Skills; - Time Management Skills; - Fluency in Kinyarwanda, English and/or French; - Knowledge of all is an advantage.
2. City Engineer	2.III	1	Executive Secretary	<ul style="list-style-type: none"> - Direct the development, resource mobilization, implementation and review of the Kigali City Master Plan and urban District specific master plans and the plan for transportation of people and goods in the City of Kigali; - Coordinate all urban planning activities performed by Construction One Stop Centre, Infrastructure and Master Plan Inspection, supervise all staff therein and instil the practice of knowledge management; - Develop and monitor the implementation of technical guidelines for infrastructure inspections and carry out inspections of large-scale infrastructure projects executed at its level; - Coordinate and supervise the preparation of the engineering conditions and approval of specific types of private and public building developments at the City of Kigali level; 	<p>A0 in Civil Engineering, Construction, Urban Design, Architecture or Master's degree in Civil Engineering, Construction, Urban Design, Architecture, Transportation Engineering and Highway Engineering.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive Knowledge in Engineering - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage



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				<ul style="list-style-type: none"> - Analyse a complexity of infrastructure development problems facing the City of Kigali and accordingly advise the institution on remedial solutions; - Carry out or review pre-feasibility, feasibility plans conducted by consultants and closely supervise the execution of any infrastructure development project at the City of Kigali level and serve as a member of the City of Kigali Technical Coordination Committee. 	
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Candidates fulfilling requirements are encouraged to apply via E-recruitment (<http://recruitment.mifotra.gov.rw/vacancies>). As the publication date of above mentioned vacancies is on June 13th, 2019; the closing date for application will be on June 19th, 2018.

Done at Kigali, on June 13th, 2018

Jean de Dieu MUSONI
Acting Executive Secretary,
City of Kigali

