



Republic of Rwanda
City of Kigali



JOBS VACANCY ANNOUNCEMENT

The City of Kigali seeks to recruit high qualified, professional, experienced, self-motivated, hardworking and morally upright staff who will perform who will perform for the following positions:

No	Posts	Job profile	Job description
1.	Director of Procurement Unit (1)	<p>A0 in Procurement, Management, Public Finance, Economics, with 3 years of working experience in procurement or Masters in Procurement, Management, Public Finance, Economics, with 1 year of working experience in procurement.</p> <p>Key Technical Skills & Knowledge required</p> <ul style="list-style-type: none">✓ High analytical skills;✓ Negotiation Skills;✓ Knowledge of basic business 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.	<ul style="list-style-type: none">- Coordinate the elaboration of the procurement plan for the City of Kigali, monitor its implementation and instil the practice of knowledge management;- Control the compliance of tendering processes with applicable laws and regulations;- Coordinate, in collaboration with concerned departments of the City of Kigali, the monitoring of contract execution and management cycle;- Coordinate the timely reporting on the tendering process and avail related information to competent authorities;- Serve as Member of the Technical Coordination Committee
2.	Transportation Impact Assessment Engineer (1)	<p>A0 in transportation Engineering & Urban Transport Planning, Urban Design, Traffic Engineering, Railway Engineering, Civil</p>	<ul style="list-style-type: none">- Initiate and carry out studies to assess the impact of intended or ongoing construction projects on the approved transport/road network and determine impact mitigation measures to support system-wide transportation objectives;

17

		<p>Engineering, Road Engineering & Construction and Traffic Management Having a Master degree in any of above fields is an added advantage.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> ✓ Extensive Knowledge in Transportation and Impact Assessment ✓ Organizational Skills; ✓ Communication Skills; ✓ Judgment & Decision Making Skills; ✓ Time management Skills; ✓ Team working Skills; ✓ Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	<ul style="list-style-type: none"> - Work hand in hand with concerned staff at District and City of Kigali levels to assess the impact of new roads development and/or rehabilitation on local population housing properties, co-supervise the valuation exercise and closely follow up on compensation; - Work hand in hand with concerned staff at District and City of Kigali levels to review and update the existing transport/road networks; - Co-inspect ongoing construction to confirm whether the construction site has acceptable access to road network and confirm their compliance to road network standards; - Work hand in hand with concerned staff at District and CoK levels to carry out evaluation of construction sites and inspect whether site development/construction practices comply with accepted standards of transport/road network across the City of Kigali.
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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 **November 9th, 2016 at 05:00 pm**, to any of the addresses below:

- ✓ City of Kigali Head Office;
- ✓ 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, **November 1st, 2016**


Vianney MUGABO
Director General of Corporate Services,
CITY OF KIGALI

