



Republic of Rwanda
Western Province

NGORORERO DISTRICT

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JOB ADVERTISEMENT FOR 16 DIFFERENT POSITIONS

Ngororero District is recruiting different under status positions to work as permanent staff to assume responsibilities with more details mentioned in the table below;

Suitable candidates are required to submit application by E-recruitment portal.

Administrative Unit	Title of Job Position	Level	Number	Job Profile	Job Responsibilities
UNDER STATUS POSITIONS					
Human resources and Administration Unit	Documentation and Archives Officer	8II	1	<p>A1 in Library & Information Science, Office management, Biblioeconomy or A0 in Library & Information Science, Office management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Proficiency in information technology; -Computer literacy; -Bookkeeping Skills; -Knowledge of integrated document management -Knowledge of archive management software 	<ul style="list-style-type: none"> - Develop and operate a system for documentation and archives for the City of Kigali in accordance with internationally benchmarked practices and standards; - Develop and implement, in collaboration with concerned staff, an information classification and access policy; - Manage, in collaboration with the Logistics officer and other concerned units, the acquisition and borrowing system of books and other documents and prepare related annual budget; - Make an annual inventory of books and documents acquired by the City of Kigali and ensure their proper maintenance;

			<ul style="list-style-type: none"> -Knowledge of the documentation management system (DMS) would be an advantage. -Organizational Skills; -Interpersonal Skills; -Planning Skills; -Communication Skills; -Report writing & Presentation skills; -Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	<ul style="list-style-type: none"> - Maintain an effective cataloguing and indexing of books and regularly update the City of Kigali's documentation database; Collect and distribute newspapers, official gazettes and any other public (policy) documents and inform library users on new acquisitions.
Planning&Monitoring and Evaluation	Planning, M& E Officer	SII	1 A0 in Management, Economics, Development Studies, Project Management, Rural Development, Business Administration Key Technical Skills & Knowledge required: -Knowledge of results based management, logical framework approach, strategic planning processes and tools; -Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; -Knowledge of drafting Action Plans and Operational Plans; -Knowledge to conduct policy and analysis and draft proposals; -Knowledge of Monitoring and Evaluation concepts, systems and tools; -Computer Skills; -Organizational Skills; -Communication Skills;	<ul style="list-style-type: none"> - Consolidate strategic planning documents emanating from different units and Sectors of the District; - Advise units and Sectors on the elaboration and or review of SMART indicators during the planning process and quality-check their use during the M&E; - Analyse activity implementation progress reports emanating from District Units and Sectors and advise the Director of Planning and Monitoring & Evaluation on necessary changes and/or review; - Monitor the implementation status of all stakeholders' programs or projects running within the District and assess their contribution towards the achievement of District's development objectives and targets.

				<ul style="list-style-type: none"> -High analytical & Complex Problem Solving Skills; -Judgment & Decision Making Skills; -Time management Skills; -Team working Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
One stop center Unit	Electricity Maintenance Officer	5II	1	<p>A1 in Electrical Engineering, Electricity Sciences with 2 years of working experience or A0 in Electrical Engineering, Electricity Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Organizational Skills; -Communication Skills; -High analytical & Complex Problem Solving 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"> - Identify sources of electrical energy exploitable in the District; - Identify priority sites to be provided with electricity; - Identify and recommend areas that need to be electrically maintained in public buildings; - Identify and draw the attention of the concerned agency on necessary maintenance works on the electrical supply lines; - Supervise maintenance works of electrical installations falling under the District's responsibilities. - Supervise the implementation of strategies and mobilization mechanisms of local population for National Domestic Biogas and Improved Cook Stoves Programs at District Level;
Youth Center Coordination Officer at District Level /under Contract	Youth Center Coordination Officer at District Level /under Contract	NA	1	<p>Bachelor's Degree in the following domain with 0 Year of relevant experience:</p> <ul style="list-style-type: none"> ▪ Bachelor's Degree in Development Studies ▪ Bachelor's Degree in Social Work ▪ Bachelor's Degree in Sociology ▪ Bachelor's Degree in Economics, 	<ul style="list-style-type: none"> - Organizing and monitoring trainings that increase the opportunities for youth to become self-employed - Organizing and Monitoring youth sports and entertainment in order to find and support talented people - Prepare and Monitor the Youth Coordination Center annual plan and budget - Planning and monitoring the expansion activities of the Youth Coordination Center and finding it's budget - Organize daily activities at the youth coordination center

Good	Transit Center Officer in charge of Discipline, Civic Education, Nutrition and Sanitation	Unspecified	1	<ul style="list-style-type: none"> ▪ Bachelor's Degree Public Administration, ▪ Bachelor's Degree Project Management, ▪ Bachelor's Degree Development Studies, ▪ Bachelor's Degree Social Science, ▪ Bachelor's Degree in Business Administration 	<ul style="list-style-type: none"> - Conducting monitoring and evaluation activities focusing on establishing a system for monitoring youth projects and encouraging them to be self-employed - Collaborate with the youth, culture and sports officer on youth activities - Prepare a budget for the needs of the youth Center and monitor its use and report - Campaigning among young people to encourage drug prevention, prevention of unplanned pregnancies, reproductive health.
Good Governance Unit			<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Bachelor's Degree in Sociology 0 Year of relevant experience • Bachelor's Degree in Clinical Psychology 0 Year of relevant experience • Bachelor's Degree in Social Work 0 Year of relevant experience • Bachelor's Degree in Public Health 0 Year of relevant experience <p>Competency and Key Technical Skills</p> <ul style="list-style-type: none"> • Integrity • Strong critical thinking skills and excellent problem solving skills. • Inclusiveness • Accountability • Communication • Teamwork • Client/citizen focus 	<ul style="list-style-type: none"> • Implementing a short-term rehabilitation program at the Center; • Monitoring the entry and exit of contents of the temporary warehouse of the Agency; • Implement the agenda as planned; • Assistance in the rehabilitation program; • Leading the entertainment program; • Requesting equipment and other necessities for the operation of the temporary transit center; • Monitoring of activities related to cleanliness and hygiene in the Center for Temporary Access; • Monitoring the efficient use of the equipment of the temporary transit center; • Monitoring the quality of medical care; • Monitoring the meals of those in the temporary transit center. 	

			<ul style="list-style-type: none"> • Professionalism • Commitment to continuous learning • Coordination, planning and organizational skills • Capabilities in report writing and presentation skills • Analytical and problem-solving skills • Decision making skills • Excellent team work, leadership and coaching skills with strong ability to manage and motivate 	<ul style="list-style-type: none"> ▪ Supervise the identification and mapping of forest diseases, reforestation and forests protection needs, vulgarization and valorization of trees and forests at the sector level and advise on the preventive and reactive measures across the Sector; ▪ Inspect whether mining and forests harvesting practices comply with the applicable regulations and standards; ▪ Maintain an updated database of forests and natural resources operators within the Sector, analyze the impact of their work on sustainable local development and advise the Sector accordingly.
Sector Level	Forest Extension	Unspecified	<p>4</p> <p>Qualifications</p> <ul style="list-style-type: none"> ▪ A2 in Agriculture <ul style="list-style-type: none"> ○ Year of relevant experience ▪ A2 in Agroforestry with 0 Year of relevant experience ▪ A2 in Forestry with 0 Year of relevant experience <p>Required competencies and key technical skills</p> <ul style="list-style-type: none"> ▪ Monitoring and evaluation skills ▪ Knowledge of Agriculture extension and advisory services in the context of Rwanda ▪ Rwanda job postings 	

			<ul style="list-style-type: none"> ▪ Confidentiality, ethical and teamwork skills; ▪ High integrity and professional ethical standards ▪ Strong problem-solving skills and ability to work under pressure 	
<p>Sector level</p>	<p>Business Development and Employment Promotion Officer</p>	<p>6II</p>	<p>1</p> <p>A0 in Entrepreneurship, Microfinance, Business Economics, Economic, Rural Development, Business Administration, Management, Project Management, Finance and Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> ▪ Extensive knowledge in Entrepreneurship, Cooperatives, and Business Promotion ▪ Good knowledge of government policy-making processes; ▪ Analytical, problem-solving and critical thinking skills. ▪ Organizational Skills; ▪ Communication Skills; ▪ High analytical Skills; ▪ Complex Problem Solving; ▪ Time management Skills; ▪ Team working Skills; 	<ul style="list-style-type: none"> ▪ Implement the District's strategy and programs for the promotion of co-operatives, SME and Employment at the Sector level; ▪ Promote the creation and development of new trading centres or markets; ▪ Identify, map and promote tourism and business opportunities available within the Sector; ▪ Conduct campaigns meant to promote savings, and undertake advocacy action to promote networking and build synergies with micro credit and saving organizations to facilitate local population to access finances; ▪ Facilitate gathering data related to the employment status within the sector; ▪ Oversee the implementation of business development advisory services at Sector Level; ▪ Gather, consolidate and update aggregated and disaggregated data related to the employment status within the District.

				<ul style="list-style-type: none"> ▪ Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	
Sector Level	Health and Sanitation Officer	6II	2	<p>A0 / A1 in Public Health, Health sciences, Community Health, Clinical Psychology, Hygiene and Sanitation, Environmental Health Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> ▪ Extensive knowledge and skills in Health and Sanitation ▪ Good knowledge of government policy ▪ making processes; ▪ Analytical, problem-solving and critical thinking 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 	<ul style="list-style-type: none"> ▪ Implement the District's strategy on community health and sanitation in line with national policies and programs; ▪ Organize and conduct public awareness campaigns at the Sector level on health and sanitation issues, including diseases and malnutrition prevention and control; ▪ Supervise the quality of services rendered by health facilities at the Sector level and consolidate data on the situation of subscription to medical insurance schemes (including Mutuelle de Santé); ▪ Monitor the allocation and use of funds intended to support community health and sanitation for vulnerable people.
Sector	Secretary and Customer Care	9II	1	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Marketing, Communication</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; 	<ul style="list-style-type: none"> - Maintain the incoming and outgoing correspondences of the Sector; - Manage the agenda of the Executive Secretary; - Receive clients' queries and direct them to the right personnel; - Keep the Sector's store and manage flux on a daily basis; - Prepare logistics for meetings held at the Sector level.

			<ul style="list-style-type: none"> -Interpersonal Skills; -Organizational Skills; -Stress Management Skills; -Time Management Skills; -Book keeping Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
HOSPITAL DH	Quality Improvement Officer	5II	<p style="text-align: center;">1</p> <p style="text-align: center;">Minimum qualifications</p> <ul style="list-style-type: none"> ▪ Bachelor's Degree in Public Health with 0 year of relevant experience ▪ Bachelor's Degree in Clinical Medicine with 0 year of relevant experience ▪ Bachelor's Degree in Community Health with 0 year of relevant experience ▪ Bachelor's Degree in Global Health with 0 year of relevant experience ▪ Bachelor's Degree in Nursing with 0 year of relevant experience ▪ Bachelor's Degree in Clinical Medicine and Community Health with 0 year of relevant experience ▪ Bachelor's Degree in Paramedical with 0 year of relevant experience ▪ Bachelor's degree Environmental Health with 0 year of relevant experience ▪ Competency and Key Technical Skills ▪ Integrity 	<p>Assist and follow departments in the development and Monitoring the Implementation of Quality Improvement plans</p> <ul style="list-style-type: none"> ▪ Assure that Departmental have ongoing quality assurance projects ▪ Assure that improvement activities are documented and reported within the organization and externally as appropriate ▪ Coordinate the development and implementation of quality healthcare guidelines ▪ Design schedules to conduct internal audits to identify discrepancies and areas of improvement ▪ Distributes copies of policies and procedures to all clinical and administrative units ▪ Ensure compliance to quality healthcare standards ▪ Ensure overall coordination of quality assurance quality committee members ▪ Ensure that all quality improvement documents are well filed and accessible only to authorized staff ▪ Lead the development of quality improvements projects

			<ul style="list-style-type: none"> ▪ Strong critical thinking skills and excellent problem solving skills. ▪ Inclusiveness ▪ Accountability ▪ Communication ▪ Teamwork ▪ Client/citizen focus ▪ Professionalism ▪ Commitment to continuous learning 	<ul style="list-style-type: none"> ▪ Maintain records of proceedings and actions ▪ Monitor and measure results from quality improvement projects ▪ Monitor support Quality Improvement activities ▪ Monitor the documentation and implementation of policies and procedures Provide monitoring and evaluation support to units. ▪ Monitor the Implementation of performance based monitoring system ▪ Monitoring and evaluation of quality healthcare services ▪ Prepares a list of discrepancies to be presented during management review meetings ▪ Review and evaluate patients' medical records, applying quality assurance criteria ▪ Supervise and lead the development and implementation of policies and procedures
HOSPITAL DH	Procurement t Officer	5II	1 Qualifications <ul style="list-style-type: none"> ▪ Bachelor's Degree in Economics <ul style="list-style-type: none"> ○ Year of relevant experience ▪ Purchasing and Supply Chain Management with 0 year of relevant experience 	Procurement Officers are responsible for assessing products, services and suppliers and negotiating contracts. They are also responsible for ensuring that approved purchases are of a sufficient quality and are cost-effective and not limited to: <ul style="list-style-type: none"> ▪ To participate in Developing bid document ▪ Participate in the tender Committee meeting for tender process (Bids opening and tender Evaluation up to final contract) ▪ Preparing monthly/Annually Execution Procurement report and submit to Concerned institutions such as RPPA, District

				<ul style="list-style-type: none"> ▪ Bachelor's Degree in Management with 0 year of relevant experience ▪ Bachelor's Degree in Law with 0 year of relevant experience ▪ Bachelor's Degree in Civil Engineering with 0 year of relevant experience ▪ Bachelor's Degree in Procurement with 0 year of relevant experience ▪ Bachelor's Degree in Accounting with 0 year of relevant experience ▪ Bachelor's in Public Finance With 0 year of relevant experience 	<ul style="list-style-type: none"> ▪ Taking tender minutes and report to the President of Tender committee and other Tender Committee Members ▪ Awarding Tenders following Rwandan Public Procurement Laws and Procedures ▪ Assessing and follow up the quarterly supply plan ▪ To ensure that every client of the health services and other beneficiaries are satisfied with the way in which they are received and attended to in the process of care. ▪ Follow up the process of Hospital Contract management of awarded tenders including the delay penalties calculations for the concerned suppliers who do not comply with the delivery period under contract or purchase order. ▪ Perform other related duties as required by his/her supervisor
HOSPITAL DH	Data Manager A1/A0	7II	7	<p>Minimum Qualification</p> <ul style="list-style-type: none"> • Bachelor's degree (A0) in any of the following fields: Statistics, applied mathematics, • A0 in general nursing, public health, hospital management with at least five years in data management 	<p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> • Proven experience as data manager • Excellent understanding of data administration and management functions (collection, analysis, distribution etc.) • Familiarity with modern database and information system technologies • Proficient in MS Office (Excel, Access, Word etc.) • An analytical mindset with problem-solving skills

				<ul style="list-style-type: none"> ▪ Excellent communication and collaboration skills
Cashier A2	9II	1	<p>Minimum Qualification A2 in Accounting, Commerce and Management.</p>	<p>Responsibilities</p> <ul style="list-style-type: none"> ▪ Submit daily handover the final sum of cash collected to the principal cashier for deposit to bank account of health facility. Registration payments ▪ Collect all revenue collected on daily basis from health facility clients/patient ▪ Deposit all revenues collected to Chief cashier/accountant ▪ Deposit all revenues collected to the bank account of the health facility ▪ Check Receipts Filling of consultations, medicines, complementary tests ▪ Coordinate the activities of cashiers and reassure entry operations of the fund. ▪ Perform other related duties as required by his/her supervisor <p>Required Competencies and Key Technical Skills</p> <p>Deep understanding of financial accounts,</p> <p>Computer skills,</p> <p>Communication skills,</p> <p>Interpersonal skills,</p> <p>Time management Skills,</p> <p>Flexibility Skills,</p>

HOSPITAL DH	Social Worker A2	8II	4	<p>Minimum Qualification</p> <p>Diploma (A2) in social work, social sciences</p>	<ul style="list-style-type: none"> ▪ Minimum Qualifications Advanced Diploma in Social Work 0 Year of relevant experience ▪ Advanced Diploma in Sociology 0 Year of relevant experience ▪ Advanced diploma in Social Studies 0 Year of relevant experience ▪ A2 In Social Work 0 Year of relevant experience Competency and Key
HOSPITAL DH	Infrastructure and Maintenance Officer	7II	1	<p>Minimum qualifications</p> <ul style="list-style-type: none"> ▪ Bachelor's Degree in Civil Engineering with 0 year of relevant experience ▪ Advanced Diploma in Civil Engineering with 0 year of relevant experience ▪ Advanced Diploma in Building & Construction with 0 year of relevant experience 	<ul style="list-style-type: none"> ▪ Organize and implement work programs of equipment maintenance and infrastructure management ▪ Organize and execute quarterly maintenance plan ▪ Solve electricity related problems ▪ Ensure availability of water in all hospital premises ▪ Participate in invited meetings ▪ Observe Oversee Fire safety plan

Done at Ngororero, 23/12/2025

NKUSI Christophe
Mayor of Ngororero District

