

Repubulika y'u Rwanda
Intara y'Iburengerazuba
Akarere ka Ngororero

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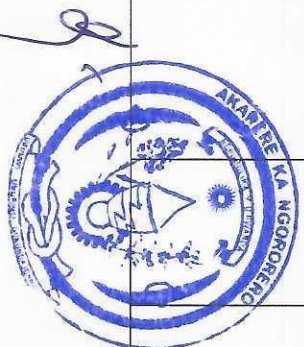
JOB ADVERTISEMENT FOR 3 POSITIONS

Ngororero District is recruiting of three staff: the Cell Executive Secretary (level: 8. II), the Economic Development Officer (level: 9. II), and the Human Capital & Social Development Officer for Rural Districts(9II), for more details mentioned in the table below; suitable candidates are required to submit application by E-recruitment portal.

Title of Job Position	Reporting line	Level	Number	Job Profile	Job Responsibilities
UNDER STATUS POSITIONS					
Executive Secretary of Cell	Sector Executive Secretary	8II	23	<u>Duties and Responsibilities:</u> 1. To coordinate and perform daily duties related to Cell administration; 2. To ensure safety and security of the citizens at cell level; 3. To coordinate development and innovation activities at cell level;	<u>Minimum Qualifications:</u> Bachelor's Degree or Advanced Diploma (A1) in Public Policy, International Development, Political Sciences, Administration Sciences, Public Administration, Governance and Leadership, Education Sciences, Sociology, Social Work, Social Studies, Law, Psychology, Demography,



			4. To mobilize citizens on participation in government programs at the Cell level; 5. To coordinate community policing related activities at cell level; 6. To coordinate revenue generation activities at cell level; 7. To coordinate and monitor activities of the land Committee at the Cell level; 8. To serve as a civil registrar and deliver services related to civil registration at cell level; 9. To coordinate the collection of basic statistical data on the state of the Cell and submit them to the Executive Secretary of the Sector; 10. Coordinate the planning and reporting activities at cell level; 11. Ensure timely submission of all reports requested from the Cell Administration; 12. Ensure effective coordination and reporting on the performance of Cell-level	Economics, Management, Human Resource Management, Community Development, Rural Development, Development Studies, Entrepreneurship, Food Sciences, Food Science and Technology, Nutrition, Peace Studies & Conflict Resolution, Gender Studies, Computer Sciences, Agriculture Sciences, Animal Production, Tourism & Hospitality Management, Finance, Environmental Sciences, Environmental Management, Natural Resources, Agribusiness, Land Administration & Management, Linguistics and Literature, Literature Governance, Local government studies, Philosophy, International Relations, Accounting, Finance and Accounting, Forestry, Agroforestry, Procurement, Logistics Management, Procurement and Logistics Management, Information Management System, Agriculture Economics and Extension, Animal Sciences and Technology, Wildlife and Aquatic Resources Management, Aquatic and Wildlife Management, Forestry and Wildlife Management, Soil Sciences, Public Health, Community Health, Population Studies, Cooperative Management, Soil and
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			stakeholders, including volunteer groups, NGOs, FBOs, and other partners; 13. To keep all documents of the Cell; 14. To be a rapporteur of meetings of the Consultative Committee on Development of the Cell; 15. To ensure proper management of the government property in the Cell; 16. To coordinate the implementation of activities approved by competent higher authorities; 17. Support the proper use of land in accordance with the District Master Plan or physical plans and assist in preventing and eliminating illegal land use and unauthorized constructions within the Cell; 18. To perform other responsibilities as may be specified by other laws; 19. Perform any other duties assigned by the supervisor.	Environmental Management; Soil and Water Management, Information System and Management, Community Management, Environmental Health Sciences, Environmental Health and Safety, Social Work and Social Administration, Arts, Art and Humanities, Economics, Humanities, Veterinary Sciences, History, Geography, Business Management, Business Administration, Crops Production, Journalism, Communication, Statistics, History and Heritage Studies, Management, Project Management, Office Management and Administrative Data Management. <u>Required Competencies and Key Technical Skills</u> - Knowledge and understanding of the Central and Local Government functioning; - Knowledge of government policymaking processes; - Leadership skills; - Digital literacy skills; - Resource management skills; - Analytical skills; - Problem-solving skills; - Decision-making skills; - Time management skills; - Risk management skills; - Results-oriented;
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				- Integrity; - Networking skills; - Mentoring and coaching skills; - Performance management skills; - Creativity/Innovation; - Inclusiveness; - Accountability; - Communication & Engagement skills; - Reporting and writing skills; - Teamwork; Client/Citizen focus; - Professionalism; - Commitment to continuous learning; - Knowledge of the environment; Fluency in Kinyarwanda, English, and/or French. Knowledge of all is an added advantage.
Economic Development Officer /Cell	Sector Executive Secretary	911	24	<u>Duties and Responsibilities:</u> 1. Implement interventions related to Agriculture and Natural resources, human settlement, infrastructure, disaster management, and economic activities at cell level, 2. Collect and report basic economic data related to economic potential; 3. Monitor the functionality of cooperatives and saving groups; <u>Minimum Qualifications:</u> Bachelor's Degree/Advanced Diploma (A1) in Public Policy, International Development, Political Science Administration Sciences, Public Administration, Governance and Leadership, Sociology, Social Work, Social Studies, Law, Psychology, Demography, Economics, Management, Human Resource Management, Community Development, Rural Development, Development Studies, Entrepreneurship, Food Sciences, Food Science and Technology, Peace Studies & Conflict Resolution, Gender Studies, Agriculture



			4. Promote entrepreneurship among youth, women, and vulnerable groups at the cell level; 5. Monitor and support local economic actors (NGOs, private sector, and cooperatives) to support productivity and market access; 6. Monitor the operationalization of voluntary groups and stakeholders in economic activities; Coordinate and monitor community mobilization campaigns focusing on business development and tax collection; 8. Monitor the implementation of District development plans, including the District Development Strategy (DDS) and Annual Action Plans at the cell level; 9. Monitor the implementation of disaster prevention and recovery activities at the cell level;	Sciences, Animal Production, Tourism & Hospitality Management, Finance, Environmental Sciences, Environmental Management, Natural Resources, Agribusiness, Land Administration & Management, Linguistics and Literature, Literature, Local Governance, Philosophy International Relations, Accounting, Finance and Accounting, Forestry, Agroforestry, Logistics Management, Procurement and Logistics Management, Information Management System, Agriculture Economics and Extension, Animal Sciences and Technology, Wildlife and Aquatic Resources Management, Aquatic and Wildlife Management, Forestry and Wildlife Management, Sciences, Public Health, Community Health, Population Studies, Cooperative Management, Soil and Environmental Management; Soil and Water Management, Information System and Management, Community Management, Cooperative Management and Accountant, Environmental Health Sciences, Environmental Health and, Environmental Health and Safety Arts, Art and Humanities, Humanities, Veterinary Sciences, History, Geography, History and Geography,



			10. Monitor the environment and forest protection activities at the cell level; 11. Monitor the implementation of ICT and infrastructure development projects at the cell level; Perform any other duties assigned by the supervisor.	Business Management, Business Administration, Soil and Water Testing, Soil and Water Resources, Crops Production, Journalism, Communication, Estate Management, Surveying, Statistics, History and Heritage Studies, Building and Construction Technology, Urban Planning, Enterprise Management, Hospital Administration; Travel and Tourism Management, Wildlife Management, Project Management, Office Management and Administrative Data Management. Or High school certificate (A2) in all fields <u>Required Competencies and Key Technical Skills</u> - Knowledge and understanding of Local Government functioning; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Integrity; - Creativity/Innovation; - Inclusiveness;
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				- Accountability; - Communication and engagement with citizens; - Teamwork; Client/Citizen focus; - Professionalism; - Commitment to continuous learning; - Digital literacy skills; - Reporting and writing skills; - Fluency in Kinyarwanda, English, and/or --- French. Knowledge of all is an added Advantage.
Human Capital and Social Development Officer /Cell	Sector Executive Secretary	9II	34	<u>Duties and Responsibilities:</u> 1. Monitor the implementation of interventions related to social programs responding to the needs of the Citizens; 2. Monitor the implementation of social interventions to prevent and reduce malnutrition and stunting within the Cell; 3. Monitor the implementation of youth, women, and people with disabilities activities at cell level; 4. Monitor the implementation of sports, innovation and talent detection activities at cell level; <u>Minimum Qualifications:</u> Bachelor's Degree/Advanced Diploma (A1) in Publ Policy, International Development, Political Science Administration Sciences, Public Administration, Governance and Leadership, Education Sciences, Sociology, Social Work, Social Studies, Law, Psychology, Demography, Economics, Management, Human Resource Management, Community Development, Rural Development, Development Studies, Entrepreneurship, Food Sciences, Food Science and Technology, Nutrition, Peace Studies & Conflict Resolution, Gender Studies, Agriculture Sciences, Animal Production, Tourism & Hospitality Management, Finance, Environmental Sciences,



			5. Monitor the implementation of interventions related to education, adult literacy at cell level; 6. Monitor the implementation of interventions related to school feeding at cell level; Collect and consolidate quality data on specific social, health, and education programs; 8. Prepare reports using appropriate reporting mechanisms and information management systems; 9. Monitor the implementation of interventions related to education, especially performance of the Cell on key indicators such as dropout, enrolment, attendance, teen mothers and participation of parents in school activities; 10. Monitor the implementation of interventions related to eradicating delinquency in the Cell 11. Monitor the implementation of interventions related to health, hygiene, and sanitation at the Cell level;	Environmental Management, Natural Resources, Agribusiness, Land Administration & Management, Linguistics and Literature, Literature, Local Governance, Philosophy, International Relations, Accounting, Finance and Accounting, Nursing, Forestry, Agroforestry, Logistics Management, Procurement and Logistics Management, Information Management System, Biotechnology, Agriculture Economics and Extension, Animal Sciences and Technology, Wildlife and Aquatic Resources Management, Aquatic and Wildlife Management, Forestry and Wildlife Management, So Sciences, Public Health, Community Health, Clinical Psychology, Population Studies, Cooperative Management, Soil and Environmental Management; Soil and Water Management, Information System and Management, Community Management, Cooperative Management and Accountant, Environmental Health Sciences, Environmental Health and Epidemiology, Environmental Health and Safety, Social Work and Social Administration, Arts, Art and Humanities, Commercial, Chemistry, Monetary Economics, Humanities, Veterinary
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			12. Monitor and support the implementation of Early Childhood Development (ECD) interventions within the Cell; 13. Conduct community mobilisation campaign on social affairs, education, health, child right, nutrition activities at cell level; 14. Assist in identifying eligible beneficiaries using social protection program tools and community registers to ensure sustainable graduation; 15. Support implementation of District-level plans (DDS, Annual action plans, etc.) related to social and human capital development within the Cell; 16. Perform any other duties assigned by the supervisor.	Sciences, Mathematics, Physics, Mathematics and Physics, History, Geography, History and Geography, Business Management, Business Administration, Soil and Water Testing, Soil and Water Resources, Financial Banking, Crops Production, Journalism, Communication, Estate Management, Surveying, Biology, Microbiology, Statistics, Applied Mathematics, History and Heritage Studies, Architecture, Hospital Administration; Wildlife Management, Biomedical Sciences, Project Management, Office Management and Administration, Data Management) in Social Sciences, Arts and Sciences Or High school certificate (A2) in all fields <u>Required Competencies and Key Technical Skills</u> - Knowledge and understanding of Local Government functioning; - Resource management skills; - Analytical skills; - Problem-solving skills; - Decision-making skills; - Time management skills; - Risk management skills; Results-oriented; - Integrity; - Creativity/Innovation;
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					- Inclusiveness; - Accountability; - Communication and engagement with citizens; - Teamwork; - Client/Citizen focus; - Professionalism; - Commitment to continuous learning; - Digital literacy skills; - Reporting and writing skills; Fluency in Kinyarwanda, English, and/or French. Knowledge of all is an added advantage.
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Done at Ngororero, 09/10/2026

NKUSI Christophe
Mayor of Ngororero District

