



Republic of Rwanda
Western Province

NGORORERO DISTRICT

BP: 103 GITARAMA

E-mail: info@ngororero.gov.rw

JOB ADVERTISEMENT FOR 16 DIFFERENT POSITIONS

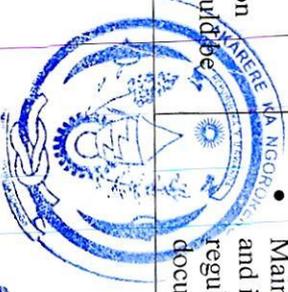
Ngororero District is recruiting different positions to assume responsibilities with more details mentioned in the table below; Suitable candidates are required to submit application by E-recruitment portal not later than 20th September 2024.

Administrative Unit	Title of Job Position	Level	Number	Job Profile	Job Responsibilities
Administration and finance unit	Principal Cashier (DH)	7.III	1	<p>Minimum Qualification</p> <p>Advanced diploma (A1) in accounting; Or Bachelor's degree (A0) in finance, Accounting, Management, Business Administration with specialization in accounting, Business Administration with Specialization in Economics.</p>	<p>I. Summary of Overall Role and Responsibilities</p> <p>The Principal Cashier of Health facility will be responsible for overseeing the collection of daily cash from outpatient and inpatient service users.</p> <p>II. Key Duties and Tasks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Handle employee and customer complaints or requests <input type="checkbox"/> Ensure all registers have the correct amount of cash at all times and resolving price checks for customers. <input type="checkbox"/> Coordinate the collection of revenues on daily basis from health facility clients/patient and deposits to the bank account <input type="checkbox"/> Check Receipts Filling of consultations, medicines, complementary tests, etc <input type="checkbox"/> Coordinate the activities of cashiers and



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				<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the activities of cashiers and reassure entry operations of the funds. <input type="checkbox"/> Maintain schedule for cashiers and ensure coverage during all shifts <input type="checkbox"/> Train and oversee cashiers <input type="checkbox"/> Ensure accurate drawer reconciliation at the end of each shift <input type="checkbox"/> Serve as backup for any cashiers calling out <input type="checkbox"/> Track cashier break schedules <input type="checkbox"/> Count cash to ensure daily cash balances in the cash register <input type="checkbox"/> Issue receipts, refunds, discounts <input type="checkbox"/> Perform other related duties as required by his/her supervisor
	<p>Documentation and Archivist(DH)</p>	<p>2</p>	<p>6II</p> <p>Minimum Qualification Bachelor's Degree (A0) in Library and Information Science, Documentation, Archival Studies, Archives, Information Management, Office Management, Arts and Publishing or Advanced Diploma in Library & information Science, Office Management, Bibliotheconomy/ Library, Documentation, Archives Studies, Archives, Information Management, Arts and Publishing. Required Competencies and Key Technical Skills - Knowledge of integrated document management; - Knowledge of archive management software; - Knowledge of the documentation management system (DMS) would be an advantage;</p>	<p>Summary of Overall Role and Responsibilities Documentation and Archivist is responsible of creating and organizing an archive or coherent collection of documents.</p> <p>I. Key Duties and Tasks</p> <ul style="list-style-type: none"> • Develop and operate a system for documentation and archives for the hospital in accordance with practices and standards in place; • Develop and implement, in collaboration with concerned staff, an information classification and access policy; • Maintain an effective cataloguing and indexing of documents and regularly update the hospital's documentation database



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			<ul style="list-style-type: none"> - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; <p>Fluency in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</p>	<ul style="list-style-type: none"> • Receive and filing documents • Organize the documentation and the archives of each unit; • Analyze and submit the corresponding reports stating • Enter documents into Database using the available software; • Index and file documents according to the documentation policies, rules and regulations; • Identify and propose documents for National Archives Services • Perform other related duties as required by his/her supervisor
	<p>Accountant A0(DDH)</p>	<p>1</p>	<p>Minimum Qualification</p> <ul style="list-style-type: none"> • Bachelor's Degree (A0) in Finance, Accounting, Economics or Management with at least foundation level one of CPA/CIA/CPFA/CPFM/ACCA (Applied Knowledge of ACCA) or Stage two of CAT/ API Certificate <p>A transition period for professional certification requirement is three (3) years starting from 01st October, 2021. However, a new entrant without the required professional certification for a given job post shall not be eligible, one (1) year</p>	<p>I. Summary of Overall Role and Responsibilities</p> <p>The accountant will be responsible for making the daily control of revenue collected by the principal cashier, check whether all receipts have been recorded in the cash book and deposited in the bank account; develop the budget project quarterly and annual of hospital.</p> <p>II. Key Duties and Tasks</p> <ul style="list-style-type: none"> • Daily Control of the revenues received by the principal cashier and whether all money is recorded in cash book and deposited in the bank account • Payments of the received requests from Suppliers, salaries and related (in finance recording of Financial transactions in



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			611	<p>before the expiration of the transition period.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Knowledge of accounting; financial reporting and auditing standards (Such as IPSAS; IFRS; ISSAs); - Proficiency in financial management systems; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage. 	<p>Hospital the books of accounts</p> <ul style="list-style-type: none"> • Filling and reporting of Financial Statements • Develop the budget project quarterly and annual of hospital • Follow up finance transactions and reporting system • Comply with taxes declaration regulations • Perform other related duties as required by his/her supervisor
Customer Care Officer(DH)	3			<p>Minimum Qualification</p> <ul style="list-style-type: none"> • Advanced Diploma (A1) in Office Management, Hospitality Management. 	<p>Summary of Overall Role and Responsibilities</p> <ul style="list-style-type: none"> • A customer care officer is responsible of assisting customers (patients) by providing



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			<p>or Bachelor's Degree in Communication, Public Relations, Marketing, or Customer Relations, Office Management or Hospitality Management.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Knowledge of customer service practices; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in speaking and writing Kinyarwanda, English and/or French. Fluency in all 4 national languages (including Swahili) is an added advantage. 	<p>helpful information, orienting patients, answering questions, and responding to complaints.</p> <p>II. Key Duties and Tasks</p> <ul style="list-style-type: none"> • Assist with placement of orders, refunds, or exchanges. • Create and maintain reports about customer interactions. • Deal directly with customers either by telephone, electronically or face to face • Direct customers to online resources • Greet customers warmly and ascertain problem or reason for calling. • Handle and resolve customer complaints • Resolve customer complaints via phone, email, mail, or social media. • Respond promptly to customer inquiries • Update customer records in the system, including notes about interactions • Use telephones to reach out to patients and verify account information. • Organize workflow to meet patient timeframes • Direct requests and unresolved issues to the designated resource
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				<ul style="list-style-type: none"> • Manage patient' accounts • Keep records of interaction interactions and transactions • Record details of inquiries, comments and complaints • Prepare and distribute customer activity reports • Maintain customer databases • Communicate and coordinate with internal departments • Follow up on customer interactions • Provide feedback on the efficiency of the customer service process • Perform other related duties as required by his/her supervisor
	<p>Social work A2 (DH)</p>	<p>1</p>	<p>8II</p> <p>Minimum Qualification Diploma (A2) in Social Work; or Advanced Diploma (A1) in Social Work, Sociology, Social Studies or Bachelor's Degree in Social Work, Sociology, Social Studies.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedure; - Advocacy for individual client skills; - Problem-solving skills; - Knowledge to engage and communicate with diverse population and communicate sizes skills; - Knowledge and understanding of 	<p>I. Summary of Overall Role and Responsibilities A social worker serves as a liaison person between patients, health care providers and sponsors</p> <p>Key Duties and Tasks</p> <ul style="list-style-type: none"> • Identify psychosocial cases and work with them to find adequate solution for their problem; • Manager all Social services supplies and equipment in the institution • Provide Monthly report on social activities to the his/her direct supervisor • To advocate for helping clients to get resources that would improve their well-being • To coordinate the activities of sponsors in wards; • To educate patients individually or groups for behavior change; • To educate patients and their close



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		8.II	3	<p>human relationship;</p> <ul style="list-style-type: none"> - Integrity skills; - Initiative skills; - Social orientation skills; - Communication. Organizational and Interpersonal skills; - Analytical and problem-solving skills; - Time management skills; - Analytical skills; - Problem solving skills; - Digital literacy skills; - Results oriented; <p>Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an added advantage.</p>	<p>relatives on the management of the patient's condition and its consequences; • To educate patients individually or groups for behavior change • To identify psychosocial cases and work with them to find adequate solution for their problem; • To manage all departmental supplies and equipment • To organize and coordinate the international Patients' day; • To organize and manage packages of support to enable patients to lead the fullest lives possible</p> <ul style="list-style-type: none"> • To organize the social reintegration of abandoned and invalid patient (Home visit); • To serve as liaison between patients, healthcare providers and sponsors; • To perform other related duties as required <p>I. Summary of Overall Role and Responsibilities</p> <p>The Cashier will be responsible of collecting daily cash from outpatient and inpatient service users.</p> <p>II. Key Duties and Tasks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit daily handover the final sum of cash collected to the principal cashier for deposit to bank account of health facility. registration payments <input type="checkbox"/> Collect all revenue collected on daily basis from health facility clients/patient <input type="checkbox"/> Deposit all revenues collected to Chief cashier/ accountant <input type="checkbox"/> Deposit all revenues collected to the bank account of the health facility <input type="checkbox"/> Check Receipts Filing of consultations, medicines, complementary tests <input type="checkbox"/> Coordinate the activities of cashiers and reassure entry operations of the fund. <input type="checkbox"/> Perform other related duties as required by
DISTRICT HOSPITAL	Cashier A2(DH)			<p>Minimum Qualification</p> <p>Advanced Diploma in Accounting, Commerce; or Diploma (A2) in Accounting, Commerce and accounting</p>	



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Health Center	Data Manager and Statistician AI/A0(HC)	7.II	14	<p>Minimum Qualification</p> <p>Bachelor's degree (A0) in statistics, Applied mathematics or Data Science; or Advanced diploma (A1) or Bachelor's Degree in Nursing, Public Health, Environmental Health, Paramedical, Global Health, Information System, Information Communication and Technology, Demography with a recognized professional certification such as: Data Management, Data quality, or any other recognized Data Management professional Certification is eligible.</p>	his/her supervisor
					<p>I. Summary of Overall Role and Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collecting, maintaining, and analyzing data following health center's management plans and procedure; <input type="checkbox"/> Making sure that every employee of the organization knows and understands to a reasonable extent how to make use of the data collected. <p>II. Key Duties and Tasks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure timeliness, accuracy, completeness of data collected at the health facilities <input type="checkbox"/> Supervise and provide instructions for workers collecting and tabulating data. <input type="checkbox"/> Collection, analysis, interpretation and production of hospital Statistics <input type="checkbox"/> Report results of statistical analyses, including information in the form of graphs, charts, and tables. <input type="checkbox"/> Consolidate statistical reports from different services/departments and projects operating under hospital. <input type="checkbox"/> Provide reports of birth, death audit, disease surveillance and other HMIS reports to the supervisors <input type="checkbox"/> Data entry and actively participate in internal and external data quality assessment <input type="checkbox"/> Supervise health centers in the catchment area to verify the reliability and quality of data.



					<ul style="list-style-type: none"> <input type="checkbox"/> Participate in hospital operational research and monitoring & evaluation activity <input type="checkbox"/> Perform other related duties as required by his/her supervisor
	<p>Cashier(HC)</p>	<p>9.II</p>	<p>13</p>	<p><u>Minimum Qualification</u> Advanced Diploma (A1) in Accounting, Commerce; or Diploma (A2) in Accounting, Commerce and accounting.</p>	<p>I. Summary of Overall Role and Responsibilities The Cashier will be responsible of collecting daily cash from outpatient and inpatient service users.</p> <p>II. Key Duties and Tasks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit daily handover the final sum of cash collected to the principal cashier for deposit to bank account of health facility. registration payments <input type="checkbox"/> Collect all revenue collected on daily basis from health facility clients/patient <input type="checkbox"/> Deposit all revenues collected to Chief cashier/ accountant <input type="checkbox"/> Deposit all revenues collected to the bank account of the health facility <input type="checkbox"/> Check Receipts Filing of consultations, medicines, complementary tests <input type="checkbox"/> Coordinate the activities of cashiers and reassure entry operations of the fund. <input type="checkbox"/> Perform other related duties as required by his/her supervisor
<p>HEALTH CENTER</p>	<p>Accountant AI(HC)</p>	<p>7.II</p>	<p>15</p>	<p><u>Minimum Qualification</u> Advanced Diploma (A1) in Public Finance, Accounting; or Bachelor's Degree in Accounting, Finance, Business</p>	<p>Summary of Overall Role and Responsibilities The Accountant of Health center is responsible for making the daily control of</p>



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			<p>Administration with specialization in Finance or Accounting; or Accounting Professional Qualification recognized by IFAC (ACCA, CPA) is eligible.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Knowledge of accounting; financial reporting and auditing standards (Such as IPSAS, IFRS, ISSAs); - Proficiency in financial management systems; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; <p>Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.</p>	<p>revenue collected for Health Center, check whether all receipts received in cash have been recorded in cash register are deposited on Health Center bank account timely and deals with the human resources activities.</p> <p>Key Duties and Tasks</p> <ul style="list-style-type: none"> • Payments of the received requests (Invoices from Suppliers, salaries and related benefits) in finance • Recording of Financial transactions in Health Center's books of accounts • Filling and reporting of Financial Statements • Daily Control of the revenues received by the cashier and whether all money is recorded in cash journal and deposited in the bank account of the health center • Deal with human resource activities • Follow up and facilitate the procurement process and procurement plan • Follow up and facilitate inventories and assets of the health center • Follow up finance transactions and reporting system • Comply with taxes declaration regulation • Perform other related duties as required by his/her supervisor <p>I. Summary of Overall Role and Responsibilities</p> <p>A social worker serves as a liaison person between patients, health care providers and sponsors</p> <p>II. Key Duties and Tasks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify psychosocial cases and work with them to find adequate solution for their
	<p>Social Worker(HC)</p>	<p>9.II</p> <p>3</p>	<p>Minimum Qualification</p> <p>Diploma (A2) in Social Work; or Advanced diploma (A1) in social Work, Sociology, Social Studies.</p>	



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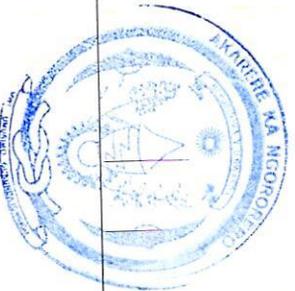
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- problem;
- Manager all Social services supplies and equipment in the institution
 - Provide Monthly report on social activities to the his/her direct supervisor
 - To advocate for helping clients to get resources that would improve their well-being
 - To coordinate the activities of sponsors in wards;
 - To educate patients individually or groups for behavior change;
 - To educate patients and their close relatives on the management of the patient's condition and its consequences;
 - To educate patients individually or groups for behavior change
 - To identify psychosocial cases and work with them to find adequate solution for their problem;
 - To manage all departmental supplies and equipment
 - To organize and coordinate the international Patients' day;
 - To organize and manage packages of support to enable patients to lead the fullest lives possible
 - To organize the social reintegration of abandoned and invalid patient (Home visit);
 - To serve as liaison between patients, healthcare providers and sponsors;
 - To perform other related duties as required

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One stop center Unit	Road Development and Maintenance Engineer Social Affairs Officer(DISTRICT)	SII	1	<p>Minimum Qualification A0 in Civil Engineering, Architecture, Public Works, Construction</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> -Deep understanding on Government policies implementation; -Road Maintenance skills -High Analytical skills; -Coordination, planning and organizational skills -Report writing and presentation skills; -Leadership skills; -Interpersonal skills; -Effective communication skills; -Administrative skills; -Time management skills; -Team working skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	<p>Key Duties and Tasks</p> <p>Supervise all construction and maintenance works of the District's Roads, Sewage, Bridges and Drainages;</p> <p>Produce and update on a regular basis an inventory of the district's roads state;</p> <p>Consolidate roads construction and maintenance needs across the District;</p> <p>Suggest, through his or her direct supervisor, a set of intervention priorities in matters related to roads construction and maintenance;</p> <p>Prepare progress and completion reports on roads under construction or maintenance;</p> <p>Work hand in hand with any delegated contract management agency contracted by the District to oversee the design and execution of roads construction and maintenance.</p>
Human resources and Administration Unit	Driver(DISTRICT)	I	IIII	<p>Minimum Qualification Driving License Category B, C or D</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Time keeping and organisation skills -Polite with good manners 	<p>Key Duties and Tasks</p> <ul style="list-style-type: none"> - Drive staff or guests of the District to and during field missions and ensure a timely delivery/collection of mail, cargo, pouch and other items upon authorization of the competent supervisor; - Meet officials or guests of the District at the Airport or any other agreed meeting point; - Maintain regular vehicle insurance and logbook, and ensure that the maintenance and servicing of assigned vehicle are timely done and reported to supervisors; - Maintain on a regular basis the assigned vehicle and carry out day-to-day check of its general state, ensure its cleanliness,

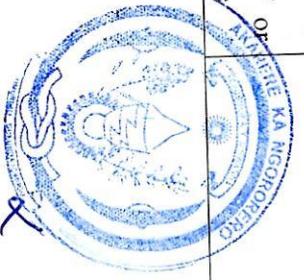


				<p>perform minor repairs, arrange for other related repairs and supervise the assigned vehicle while in the garage;</p>
<p>Office of the Mayor</p>	<p>Administrative Assistant to the Mayor(DISTRRICT)</p>	<p>1</p>	<p>7II</p> <p>Minimum Qualification A1 in Secretariat Studies, Office Management; Or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law</p> <p>Key Technical Skills and Knowledge Required</p> <ul style="list-style-type: none"> -Office management skills -Excellent communication, organisation and interpersonal skills. -Computer knowledge (Word processing, Power Point and Internet) -Time management -Discretion -Analytical and problem solving -Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage. 	<p>Key Duties and Tasks</p> <ul style="list-style-type: none"> - Read and verify the form and substance of documents submitted to the Mayor of the City of Kigali; - Prepare the Mayor's agenda, including appointments schedule; - Prepare, manage, record and dispatch correspondences by or intended for the Mayor of the City of Kigali; - Manage the Office of the Mayor and handle his/her visitors; - Make logistical arrangements for all meetings chaired by the Mayor of the City of Kigali; - Arrange external meetings and appointments of the Mayor of the City of Kigali; <p>Organize travels for the Mayor of the City and work hand in hand with public relations, customer care to provide protocol to Mayor's visitors.</p>
<p>Good Governance</p>	<p>Director of Good Governance(DISTRRICT)</p>	<p>1</p>	<p>3II</p> <p>Minimum Qualification A0 in Political Sciences, Public Administration, Administrative Sciences, Public Management, Governance, Local Government Studies, Social work, Sociology, Philosophy with 3 years of working experience; or Master's Degree in Political Sciences, Public Administration, Administrative Sciences, Public Management, Governance, Local Government Studies, Social work</p>	<p>Key Duties and Tasks</p> <ul style="list-style-type: none"> -Coordinate the planning, resources mobilization, implementation, monitoring and evaluation reporting of the Unit and Sectors on matters related to Good Governance, and instill the practice of knowledge management; - Coordinate the elaboration and oversee the implementation of actionable strategies or plans meant to localize national policies and District Council's decisions pertaining to good governance and specific programs;

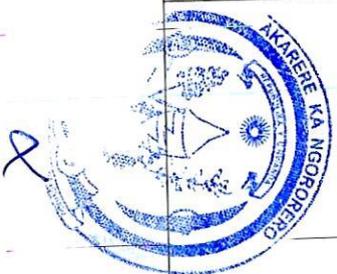


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		<p>Sociology, Philosophy with 1 year of working experience</p>	<ul style="list-style-type: none"> - Coordinate campaigns meant to raise local population awareness on the importance of good governance and specific programs; - Coordinate the channelling and follow-up on population complaints and grievances; - Coordinate the planning of and monitor Umuganda activities across the District and consolidate Sector's reports thereof; - Serve as a member of the District Technical Coordination Committee and advise the institution on matters pertaining to good governance and specific programs.
		<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Central and Local Government Functionality; - Good knowledge of government policy-making processes; - Analytical, problem-solving and critical thinking skills - Technical understanding of system being analyzed and how it affects the various business units. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes - Able to work well with both internal and external clients. - Leadership skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage 	



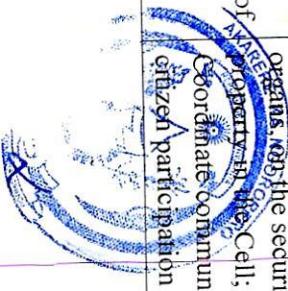
Health Unit	ECD Focal point(DISTRICT)	1	NA(UN DER CONTR ACT)	<u>Minimum Qualification</u>	<u>Key Duties and Tasks</u>
				<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Bachelor's Degree in Sociology 0 Year of relevant experience • Bachelor's Degree in Education Psychology 0 Year 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 Early Childhood Education 0 Year of relevant experience <p>Competency and Key Technical Skills</p> <ul style="list-style-type: none"> • Integrity 	<p>Key Duties and Tasks</p> <ul style="list-style-type: none"> - Elaborate a local strategy and actionable plan on reducing stunting and monitor its implementation at district Level - Organize, in collaboration with other relevant stakeholders, and supervise the implementation of regular campaigns meant to eradicate malnutrition in children under six years -Elaborate a local strategy on integrated health promotion in children under six years through different programs such as: PBF Distribution; Nutrition sensitive Direct Support; Milk Support; One Cup of Milk etc.



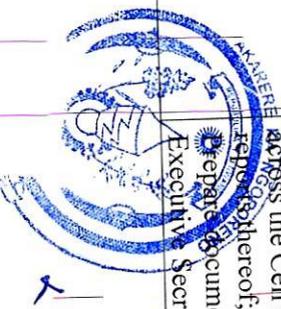
			<ul style="list-style-type: none"> • Strong critical thinking skills and excellent problem solving skills. • Inclusiveness • Accountability • Communication • Teamwork • Client/citizen focus • Professionalism • Commitment to continuous learning • Decision making skills 	<p>Key Duties and Tasks</p> <ul 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
Sector level	Health and sanitation Officers	2	<p>6II</p> <p>Minimum Qualification 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; 	



				<p>-Time management Skills; -Team working Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	<p>sanitation for vulnerable people.</p>
Sector level	Secretary and Customer Care Assistant	5	9II	<p>Minimum Qualification 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: -Knowledge of Office Administration; -Communication Skills; -Computer Skills; -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</p>	<p>Key Duties and Tasks</p> <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
Cell Level	Executive Secretary of Cell	12	13VII	<p>Minimum Qualification A2 in Social Sciences, Arts and Sciences with 3 years of working experience.</p> <p>Key Technical Skills and Knowledge Required: -Leadership skills -Extensive knowledge and understanding of the Central and Local Government Functionality;</p>	<p>Key Duties and Tasks Perform daily duties of the Cell administration and monitor the administration of Villages and produce reports thereof; Follow up, in collaboration with relevant organs, on the security of people and their operations in the Cell; Coordinate community development and citizen participation activities, mobilize the</p>



			<p>-Good knowledge of government policy-making processes; -Analytical, problem-solving and critical thinking skills. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Leadership skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	<p>local population on government policies and programs and implement decisions by higher authorities and or the Cell Consultative Council; Render services provided at the cell level as per the law, and receive and solve or channel issues affecting citizens and provide them with a feedback; Serve as a minutes taker to the Cell Consultative Committee meetings, monitor all activities of Land Committees, and serve as a nonprofessional bailiff at the Cell level; Supervise the collection and consolidation of data on specific public (policy) issues at Cell level, and manage the finances and assets of the Cell.</p>
CELL	Socio-economic Development Officer	3	<p>14VIII</p> <p>Minimum Qualification A2 in Humanities Sciences, Education, Agriculture, Rural Development</p> <p>Key Technical Skills and Knowledge Required: -Extensive knowledge and understanding of the Central and Local Government Functionality; -In-depth understanding and knowledge of the Rwandan and regional context for agribusiness development; -Computer Skills; -Organizational Skills; -Communication Skills; -High analytical Skills; -Complex Problem Solving; -Time management Skills;</p>	<p>Key Duties and Tasks Collect and consolidate data on specific public (policy) issues pertaining to socio-economic development and record data about death and birth across the Cell; Identify socio-economic development needs at the Cell level and accordingly advise on response measures; Elaborate, under the supervision of the Executive Secretary of the Cell, programs of community works; Supervise the execution of community development and citizen participation activities across the Cell and produce consolidated reports thereof; Prepare documents to be signed by the Executive Secretary of the Cell and assist</p>



			<p>-Team working Skills; -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	<p>him/her in the production of the Cell's activities performance reports. Facilitate gathering data related to the employment status within the cell</p>
Sector level	Social Affairs Officer	1 6II	<p>Minimum Qualification A0 / A1 in Social Works, Sociology, Psychology, Demography, Clinical Psychology, Education Science, Education Psychology, Arts and Humanities, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Extensive knowledge and skills in Social Affairs -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 	<p>Key Duties and Tasks</p> <ul style="list-style-type: none"> - Coordinate the inclusive identification of vulnerable groups at the Sector level and their needs in accordance with the criteria established by higher authorities; - Implement the District's empowerment strategy for vulnerable groups towards their graduation; - Monitor and evaluate the impact of inclusive social protection programs or initiatives within the Sector and produce consolidated reports thereof; - Monitor the functioning of the Women promotion programs, Children promotion programs, Persons with Disabilities promotion programs at the Sector level and produce consolidated reports thereof; - Organize, in collaboration with other stakeholders, campaigns (training, workshops, meetings, etc.) aimed at improving the inclusive development of vulnerable groups the Sector and Cells; - Develop and keep updated a database of vulnerable groups as well as graduates living in the Sector.

Done at Ngororero, 11/09/2024

~~NKUSI Christophe
Mayor of Ngororero District~~

UWIHOREYE Patrick
VICE MAYOR FED

