



Republic of Rwanda
Western Province

NGORORERO DISTRICT

BP: 103 GITARAMA

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JOB ADVERTISEMENT FOR 11 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					
FINANCE UNIT	Secretary to Finance Unit	8.II	1	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology and Social Work, Law,</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; 	<ul style="list-style-type: none"> - Carry out fast and accurate computer-based capturing of finance-related documents, information and mails of the unit; - Classify and maintain finance-related files & documents according to the information classification or filing practices in use within institution; - Manage, record and dispatch correspondences by intended for the Director of Finance and/or redirect where appropriate, enquiries intended for the Unit.

				<ul style="list-style-type: none"> - Book keeping Skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	
	Archivist	1	7II	<p>A1 in Biblioteconomy, Library and Information Science, Secretariat Studies, Office Management or A0 in Biblioteconomy, Library and Information Science, Secretariat Studies, Office Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Book keeping Skills; -Knowledge of integrated document management -Knowledge of archive management software -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"> - File physical and electronic documents of the One Stop Centre; - Maintain an effective cataloguing and indexing of files and regularly update the OSC's database; - Classify and store other relevant documents of the OSC - Trace and avail land files for exploitation by technicians of the OSC as need arises; - Issue land file copies to the owner whose original ones lost in accordance with applicable laws, regulations procedures; - Store and take care of deed plans and any other relevant documents approved by OSC.
Human resources and Administration Unit	Documentation and Archives Officer	1	8II	<p>A1 in Library & Information Science, Office management, Biblioteconomy or A0 in Library & Information Science, Office management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Proficiency in information technology; -Computer literacy; -Bookkeeping Skills; -Knowledge of integrated document management 	<ul style="list-style-type: none"> - Develop and operate a system for documentation of archives for the City of Kigali in accordance with internationally benchmarked practices & standards; - Develop and implement, in collaboration with concerned staff, an information classification & access policy; - Manage, in collaboration with the Logistics office and other concerned units, the acquisition & borrowing system of books and other documents; & prepare related annual budget;



<p>Business Development and Employment</p>	<p>Employment Promotion Officer</p>	<p>511</p>	<p>1</p> <p>A0 in Economics, Business Economics, Labour Economics, Development Studies, Project Management, Rural Development, Agro-Economy, Agri-Business</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> -Extensive Knowledge in Employment Promotion -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; 	<ul style="list-style-type: none"> - Make an annual inventory of books and documents acquired by the City of Kigali and ensure their proper maintenance; - Maintain an effective cataloguing and indexing books and regularly update the City of Kigali documentation database; - Collect and distribute newspapers, official gazette and any other public (policy) documents and inform library users on new acquisitions. <p>Gather, consolidate and update aggregated, disaggregated data related to the employment statistics within the District;</p> <ul style="list-style-type: none"> - Develop and keep updated databank on job vacancies and job demands and link job seekers with employers; - Assist and or advise job seekers in readiness to work program (CV writing, internship, ...) and application techniques and link job seekers' programs aimed at enhancing job seeker's skills & attitudes to stand for job interviews; - Mobilise companies and craftsmen to host intern and apprentices - Work closely with Sector Staff in charge of business development and employment promotion and staff in charge of local revenue collection to gather employment statistics from grass roots level. - Elaborate and coordinate the implementation of local strategies and mobilization campaigns meant to promote job creation within the District;
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			<ul style="list-style-type: none"> • Bachelor's degree (A0) in Computer Science, Information Technology, Information and Communication Technology, or Business information technology. • Working experience of 3 years in health-related field. 	<ul style="list-style-type: none"> • Knowledge of Rwanda's ICT Policies and Strategies, • Good leadership, management, strategy planning, and organization skills, • Critical thinking and problem-solving skills, • Communication and interpersonal skills • Financial and business mindset, • Ability to apply information, • Team building skills, • Information management skills, • Networking skills, • Database management skills, • Ability to monitor and report on network performance and usage, • Ability to implement network security measures • Ability to manage network growth and development, • Ability to assess a client's network requirements • Excellent IT skills and technical knowledge • Good negotiation skills, • The ability to take decision, • The ability to work under pressure and deadlines, • A commitment to keep up to date with IT trends and developments, • The ability to work within a budget, <p>Fluent in Kinyarwanda, English and/or French Knowledge of all is an advantage</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> • Proven experience as data manager
HEALTH CENTERS(ZONE ONE)	Data Manager A1/A0	7II	10	<p>Minimum Qualification</p> 

<p>MUHORORO AND KABAYA)</p>	<p>Social Worker</p>	<p>9II</p>	<p>2</p>	<p>• 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> <p>Minimum Qualification</p> <ul style="list-style-type: none"> • Advanced diploma (A1) or bachelor's degree in social work, 	<ul style="list-style-type: none"> • Excellent understanding of data administrative 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 <p>Excellent communication and collaboration sk</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> • Good knowledge of Rwanda Health System • Knowledge of clinical services Policy & procedure • Advocacy for individual client skills • Improve problem-solving, • Engaging and communication with diverse population and group of all sizes skills • Knowledge and understanding of human relationship • Integrity skills, • Attention to details. • Cooperation skills; • Initiative skills; • Social orientation skills, • Excellent Communication, Organizational Interpersonal Skills
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MUHORORO AND KABAYA)				<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 	<ul style="list-style-type: none"> • 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 <p>Excellent communication and collaboration skills</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> • Good knowledge of Rwanda Health System • Knowledge of clinical services Policy & procedure • Advocacy for individual client skills • Improve problem-solving, • Engaging and communication with diverse population and group of all sizes skills • Knowledge and understanding of human relationship • Integrity skills, • Attention to details. • Cooperation skills; • Initiative skills; • Social orientation skills, • Excellent Communication, Organizational Interpersonal Skills
	Social Worker	9II	2	<p>Minimum Qualification</p> <ul style="list-style-type: none"> • Advanced diploma (A1) or bachelor's degree in social work, 	

	Cashier A2	9II	13	<p><u>Minimum Qualification</u></p> <ul style="list-style-type: none"> A2 in Accounting, Commerce and Management with 3 years working in health facilities settings. 	<p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> Deep understanding of financial accounts, Computer skills, Communication skills, Interpersonal skills, Time management Skills, Flexibility Skills, <p>Fluent in Kinyarwanda, English and/ or French knowledge of all is an advantage</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> Knowledge of cost analysis techniques, Knowledge to analyze complex finance information & Produce reports, Deep understanding of financial accounts, Planning and organizational skills, Communication skills, Strong IT skills, particularly in Finance software (SMART IFMIS), Judgment & Decision-Making Skills, High Analytical Skills, Interpersonal skills, Time management Skills, Complex Problem solving, Flexibility Skills, <p>Fluent in Kinyarwanda, English and/ or French knowledge of all is an advantage</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> Good knowledge of Rwanda Health System
	Accountant A1/A0	7II	16	<p><u>Minimum Qualification</u></p> <ul style="list-style-type: none"> Bachelor's degree (A0) in Finance, Accounting or Management with specialization in Finance/Accounting Accounting Professional Qualification recognized by IFAC (ACCA, CPA) 	<p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> Knowledge of cost analysis techniques, Knowledge to analyze complex finance information & Produce reports, Deep understanding of financial accounts, Planning and organizational skills, Communication skills, Strong IT skills, particularly in Finance software (SMART IFMIS), Judgment & Decision-Making Skills, High Analytical Skills, Interpersonal skills, Time management Skills, Complex Problem solving, Flexibility Skills, <p>Fluent in Kinyarwanda, English and/ or French knowledge of all is an advantage</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> Good knowledge of Rwanda Health System
KABAYA DISTRICT HOSPITA	Social Worker A1/A2	8II	2	<p><u>Minimum Qualification</u></p> <p>Diploma (A2) in social work, socialsciences</p>	<p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> Good knowledge of Rwanda Health System

				<ul style="list-style-type: none">• Knowledge of clinical services Policy & procedure• Advocate for individual client skills• Serve as broken by connecting individual w resources,• Improve problem-solving,• Be able to engage and communicate with dive population and group of all sizes-• Have a knowledge and understanding of hur relationship- Integrity skills,• Attention to details.• Cooperation skills; - Initiative skills; Soc orientation skills,• Excellent Communication, Organizer Interpersonal Skills• Computer knowledge• Analytical and problem-solving skills,• Time management skills,
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Done at Ngororero, 27/06/2025

NKUSI Christophe
Mayor of Ngororero District

