



*Repubulika y'u Rwanda*  
*Umujyi wa Kigali*



## **VACANCY ANNOUNCEMENT**

The Kigali City would like to recruit competent staff for the following posts:

1. Primary Health Care and Community Health Officer (1)
2. Economic Researcher (1)
3. Coordinator – Agaseke Promotion Project (1)
4. Energy and Public Lighting Expert (1)

### **1. PARTICULAR REQUIREMENTS FOR THE POSTS**

#### **1.1 Primary Health Care and Community Health Officer**

Job requirements and competencies

- ❖ A0 Public health/Community health,
- ❖ 5 years experience in primary health care and community health,
- ❖ Knowledge of basic software: Word, Excel, Outlook.

Duties and Responsibilities:

- Development and Strengthening of different aspects of the first level of health care and health care demand in Kigali city.
- Work in support and in close collaboration with the Health and Environment Unit of the Kigali City and the Health and Family Units of the 3 Districts.
- In collaboration with Monitoring and Evaluation Officer, participate in collecting all relevant information of public and private health sector in Kigali City in order to establish a health data base for Kigali City.
- Participate in the development of the strategic health plan for Kigali City and the annual work plans in coordination with the Districts of Kigali City.

#### **1.2 Economic Researcher**

Job requirements and competencies

- ❖ Bachelors' degree in Economics with 2 years working experience.

Duties and Responsibilities:

- Identify economic indicators in respect to trends of the national and local economies.
- Assesses economic impact of tax laws and proposals, and make projections of anticipated revenue collections.
- Researches, compiles, analyze, interpret, and prepare data on economic conditions in Kigali City.
- Reviews and analyzes economic data to prepare reports detailing results of performed research.

### **1.3 Coordinator – Agaseke Promotion Project**

Job requirements and competencies

- ❖ Bachelor’s degree in Project Management, Business Administration/Management (Marketing), Development studies, or Social Sciences with working experience of 2 years in related field.

Duties and Responsibilities:

- Manage and provide strategic vision, planning, and operational leaderships for a women’s empowerment program that increases the livelihoods of vulnerable women through handicrafts, marketing, and entrepreneurship training.
- Serve as the primary project spokesperson in relationships with the media, NGOs, and national and international stakeholders
- Establish and maintain relationships with private partners to ensure product relevance, assess market constraints and ensure project sustainability
- Develop project strategic plan to improve leadership, management, product quality and ensure that project objectives are being met in a timely fashion.
- Work with cooperative leaders in building their capacities especially in cooperative management, leadership, transparency and accountability which are key component for the successful of a cooperative.
- Work with women cooperatives at the community level by supporting them in capacity building in improving the quality of their products, and also linking producers and final buyers so that the producers are not exploited by middle persons.

### **1.4 Energy and Public Lighting Expert**

Job requirements and competencies

- ❖ Master in Electrical Engineering, or Bachelor Degree in Electrical Engineering with 2 years working experience

Duties and Responsibilities:

- Prepare and monitor of Public Lights maintenance programs and reviews
- Developing other possible energy sources in conjunction with Electrogaz

- Keep record/inventory of all required materials needed for energy rehabilitation in the city
- Conduct regular inspection of energy or Street Lighting system as a proactive measure for its availability.
- Follow up of regular maintenance of Traffic Lights in Kigali
- Supervision of installing Publics Lights and follow up of maintenance of Solar Power Plant in partnership with Electrogaz.

## **2. MODE OF APPLICATION:**

The application should comprise the following documents:

- A cover letter clearly identifying how they meet the requirements of the post with a comprehensive curriculum vitae attached;
- A notified copy of relevant academic and professional certificates.
- Contact address including physical address, day telephone and e-mail address.
- 3 references and recommendation letters of previous employers with their contact day telephone and e-mail address.
- Criminal record certificate

Interested candidates who are qualified for the posts should send the above mentioned documents to the address below not later than 5<sup>th</sup> November 2009. Late applications will be rejected.

Attn: Executive Secretary  
Kigali City  
P.O Box: 3527  
Tel: 250- 57 2255 /576967.  
Website: [www.kigalicity.gov.rw](http://www.kigalicity.gov.rw)

Done at Kigali, on 16<sup>th</sup> October 2009.

Nkulikiyinka Dieudonne  
Executive Secretary  
Kigali City