

REPUBLIC OF RWANDA



SOUTHERN PROVINCE
GISAGARA DISTRICT

B.P. 219 BUTARE

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JOB ANNOUNCEMENT

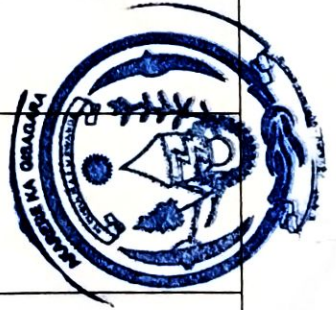
The management of Gisagara District would like to invite qualified and motivated candidates to apply for the following position:

N°	Job Title	Number of Vacant Job	Job Level	Direct Supervisor	Profile and Qualifications	Job Descriptions
1	Land Surveyor and GIS	1	5.II	Director of OSC	A0 in Geography, Topography, Land Surveying and GIS, Land Management. Key Technical Skills & Knowledge required: -Land Surveying skills -Organizational Skills; -Communication Skills; -Judgment & Decision Making Skills; -Time management Skills; -Team working Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	-Conduct regular land survey within the District using the appropriate technologies (e.g. GIS), demarcate and approve land cadastral plans ; -Consolidate and maintain an updated Geolocalizable list of used and unused land across the District, analyze and produce reports on the land use and its management within the District ; -Prepare land documents to be issued by the District in conformity with the procedures manual approved by competent authorities; -Prepare specific land use plans and ensure their coordinated implementation; -Work hand in hand with concerned stakeholders to organize and carry out -Map-making, land division, land titles elaboration and mining certification across the District;

2	Land Valuator	1	5.II	Director of OSC	A0 in Geography, Civil Engineering, Land Management, Land Valuation, Environmental Management <u>Key Technical Skills & Knowledge required:</u> -Land Valuation skills -Organizational Skills; -Communication Skills; -Judgment & Decision Making Skills; -Time management Skills; -Team working Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	-Prepare specific land use plans, ensure their coordinated implementation and produce consolidated reports on the land use and its management across the District. -Supervise land valuation exercises and ensure expropriation is done in a strict compliance with applicable laws, policies and regulations; -Monitor and approve activities pertaining to valuation of land ; -Provide technical advice to the institution regarding the process of land expropriation for public use ; -Maintain an updated database of any land property expropriated by the District.
3	Cash Crops Officer	1	5.II	Director of Agriculture and Natural Resources	Bachelor's degree in Agriculture, Cash Crops Production, Rural Development, or in Agri-business, agro-economics <u>Key Technical Skills & Knowledge required:</u> -Extensive Knowledge in Agriculture Mainly Cash Crops -Organizational Skills; -Communication Skills; -High Analytical Skills; -Complex Problem Solving; -Time management Skills; -Team working Skills; -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	-Elaborate a local strategy on cash crops, monitor its implementation at Sector level and produce consolidated reports thereof; -Organize trainings and campaigns meant to raise local population awareness on the use and importance of modern techniques of cash crops production and disease control at Sector level; -Supervise the identification and mapping of cash crop diseases prevailing within the District and advise on preventive and reactive measures; -Supervise, in close collaboration with the agriculture officer, the distribution and monitor the use of fertilizers across Sectors, and organize experimentation of selected seeds;



4	School Construction Engineer	1	5.II	Director of Education	A0 in Civil Engineering, Construction, Public Works Key Technical Skills & Knowledge required: -School Construction Skills -Organizational Skills; -Communication Skills; -Judgment & Decision Making Skills; -Time management Skills; -Team working Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	-Maintain, in close collaboration with any other concerned staff, an updated database of cash crops within the District, analyse their impact on local economic development and advise accordingly about scale-up measures. -Produce consolidated needs assessment and progress reports related to school infrastructure construction and management across the District; -Supervise the construction processes of school infrastructures and ensure constructions are done in accordance with all applicable design, guidelines, policies, laws and regulations; -Supervise, in close collaboration with the District Property Management Officer, the maintenance works of schools across the District.
5	Land, Infrastructure s, Habitat and Community settlement Officer	2	6.II	Executive Secretary of the Sector	A0 / A1 in Land Management, Civil Engineering, Geography, Rural Settlement, Urban Planning Key Technical Skills & Knowledge required: -Knowledge of Rwanda's Land, Infrastructures and Community Settlements -Deep understanding and knowledge of the Rwandan and regional context for Infrastructure development -Computer Skills; -Organizational Skills; -Communication Skills; -High Analytical Skills; -Complex Problem Solving; -Time management Skills;	-Provide land-related notary services to service seekers as per the competencies set forth by the law; -Implement District's strategies and programs on land and infrastructure in conformity with existing national policy, rules and regulations; -Avail necessary data for the issuance of land titles and constitute a database of used and unused land in the Sector. -Identify infrastructure facilities needs at the Sector level and report them to competent authorities; -Follow up on activities related to infrastructure works in the sector; -Implement the District habitat and community settlement plan in conformity with existing rules and regulations;



6	Accountant	3	6.II	Executive Secretary of the Sector	-Team working Skills; -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	-Advise on settlement programmes, development and implementation in the Sector in conformity with the District's strategy and national policies; -Receive and examine application files for construction and deliver authorization for the rehabilitation of infrastructure; -Prepare building rehabilitation permits to be issued by the Sector and closely inspect the implementation of the settlement plan; -Supervise the implementation of strategies and mobilization mechanisms of local population for National Domestic Biogas and Improved Cook Stoves Programs at Sector level; -Organize, in collaboration with relevant stakeholders, rescue and social assistance of victims of disasters at sector level -Provide data necessary for the functioning of National Early Warning and the Disaster Monitoring Information Systems; -Work with specialized organizations to organize sessions of disaster simulation and rescue of people -Organize and conduct campaigns meant to raise local population awareness on preparedness for disaster and its management
					A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc) Key Technical Skills & Knowledge required: -Knowledge of cost analysis techniques; -Knowledge to analyse complex financial information & Produce reports;	-Keep and update the books of accounts of the Sector; -Impute budgetary expenditures and file all supporting documents related to these operations; -Verify whether disbursements initiated take into account priorities of the Sector and respect financial procedures; -Carry out periodic bank accounts reconciliation;

					-Deep understanding of financial accounts; -Planning and organisational skills; -Communication skills; -Strong IT skills, particularly in Financial software (SMART IFMIS); -Judgment & Decision Making Skills; -High Analytical Skills; -Interpersonal skills; -Time management Skills; A0 in Agriculture, Agri-Business or A1 in Agriculture or A0 in Rural Development, Rural Engineering with A1 or A2 background in Agriculture Key Technical Skills & Knowledge required: -Knowledge of Rwanda's Agriculture sector policies and strategies; -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; -Team working Skills; -Fluency in Kinyarwanda, English and/or French; knowledge of all is an advantage A0 Law Key Technical Skills & Knowledge required: -Legal Analysis skills	-Carry out the management and replenishment of petty cash of the Sector and file all supporting documents;
7	Agriculture and Natural Resources Officer	4	6.II	Executive Secretary of the Sector	A0 in Agriculture, Agri-Business or A1 in Agriculture or A0 in Rural Development, Rural Engineering with A1 or A2 background in Agriculture Key Technical Skills & Knowledge required: -Knowledge of Rwanda's Agriculture sector policies and strategies; -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; -Team working Skills; -Fluency in Kinyarwanda, English and/or French; knowledge of all is an advantage A0 Law Key Technical Skills & Knowledge required: -Legal Analysis skills	-Implement the District's agriculture strategy and programs in conformity with national policies and strategies; -Implement national measures for natural resource protection and report any violation to the competent authorities; -Provide technical advices, organise training sessions, public awareness campaigns and disseminate new agricultural technologies among the beneficiaries; -Identify, map and monitor crop diseases prevailing in the Sector and advice on preventive and reactive measures; -Inspect whether mine operators' practices comply with the mining industry regulations and standards.
8	Civil registration and Notary	6	6.II	Executive Secretary of the Sector	A0 in Agriculture, Agri-Business or A1 in Agriculture or A0 in Rural Development, Rural Engineering with A1 or A2 background in Agriculture Key Technical Skills & Knowledge required: -Knowledge of Rwanda's Agriculture sector policies and strategies; -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; -Team working Skills; -Fluency in Kinyarwanda, English and/or French; knowledge of all is an advantage A0 Law Key Technical Skills & Knowledge required: -Legal Analysis skills	-Provide notary services to the public as per the competencies set forth by the law; -Deliver all documents related to civil registration;





	9	Education Officer	1	6.II	Executive Secretary of the Sector	-Knowledge of working in pressurised environments. -Legal and Drafting Skills -Analysing skills -Communication skills -Excellent IT Skills (Outlook, Word, Excel, PowerPoint, Social Media) -Conscientious and independent worker -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage A0 / A1 in Education Sciences, Education Psychology <u>Key Technical Skills & Knowledge required:</u> -Extensive knowledge and skills in Education -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	-Register and consolidate disaggregated data related to civil registration status in the Sector; -Receive and analyse contentious issues and accordingly provide a legal advice to the Sector.
10	Social Affairs Officer	5	6.II	Executive Secretary of the Sector	A0 / A1 in Social Works, Sociology, Psychology, Demography, Clinical Psychology, Education Science, Education Psychology, Arts and Humanities, Public Administration, Administrative Sciences	-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;	



						
11	Executive Secretary of Cell	9	13.VII	Executive Secretary of Sector	Key Technical Skills & Knowledge required: -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	-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.
					A2 in Social Sciences, Arts and Sciences with 3 years of working experience. Key Technical Skills and Knowledge Required: -Leadership skills -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. -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;	-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 property in the Cell; -Coordinate community development and citizen participation activities, mobilize the 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 minute's taker to the Cell Consultative Committee meetings, monitor all activities of Land Committees, and serve as a nonprofessional bailiff at the Cell level;

12	Socio-economic Development Officer	7	14. VIII	Executive Secretary of Sector	-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage A2 in Humanities Sciences, Education, Agriculture, Rural Development 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; -Team working Skills; -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	-Supervise the collection and consolidation of data on specific public (policy) issues at Cell level, and manage the finances and assets of the Cell. -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 him/her in the production of the Cell's activities performance reports. -Facilitate gathering data related to the employment status within the cell
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All applicants must apply using us on line application system. Applicant received via E-mail or hand delivery will not be considered/ accepted.

All the necessary information guiding application is included in the system. This job announcement is also available at Gisagara District's website (www.gisagara.gov.rw).

N.B: For degrees obtained from no national institutions, equivalences from HEG are mandatory required.

Done at Gisagara, on 04/04/2022

RUTABURINGOGA Jerome
Mayor of Gisagara District

