

REPUBLIC OF RWANDA



RWANDA TRANSPORT DEVELOPMENT AGENCY (RTDA),  
 KG 563 St., Queen's Land House, 1<sup>st</sup> Floor  
 P.O. Box 6674 Kigali

JOB ANNOUNCEMENT

SUBJECT: RECRUITMENT OF STAFF AT DIFFERENT POSITIONS

The Rwanda Transport Development Agency (RTDA) hereby invites qualified candidates to apply in the following stipulated positions and conditions in order to fill indicate positions:

JOB TITLE	Job profile	No of staff
<b>I. Staff under RTDA Structure (Permanent staff)</b>		
<b>Quality Control Technician</b>	A0 in Construction Management, Civil Engineering, Real Estate & Construction Management, Road Engineering & Construction, Building & Construction, Civil Infrastructure Engineering, Road Safety Management <b>Key technical skills and knowledge required:</b> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> </ul>	1
<b>II. Staff Under RTDA SPIU Structure (under contract)</b>		
<b>Procurement Specialist</b>	CIPS, Master's Degree in Procurement with 1 year of working experience in Procurement or Bachelor's Degree in Procurement, Civil Engineering, Management, Economics, Development Studies, Law, Finance with 5 years of workin Experience in Procurement. <b>Key technical skills and knowledge required:</b> <ul style="list-style-type: none"> <li>- High analytical skills;</li> <li>- Knowledge of basic business and purchasing practices</li> <li>- Knowledge of state contracting law, regulations and procedures</li> <li>- Knowledge of grade, qualities, suppliers and prices tenders of commodities;</li> </ul>	2

8

	<ul style="list-style-type: none"> <li>- Knowledge in contract drafting and negotiation</li> <li>- Category management skills</li> <li>- Time management skills</li> <li>- Decision making skills</li> <li>- Excellent communication skills.</li> <li>- Computer skills.</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>	
<b>Monitoring and Evaluation Specialist</b>	<p>Master's Degree in Economics, Project Management, Planning and M&amp;E, Civil Engineering, Construction Management, Development studies, with 1 year of working Experience in Planning and M&amp;E or A0 in the same fields with 5 years of working experience in planning and M&amp;E.</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Knowledge of Research and development policies and strategies;</li> <li>- Knowledge to conduct monitoring exercises;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Complex Problem Solving;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage C</li> </ul>	<b>1</b>

**Note:**

- All Engineers must present the proof of registration in Rwanda Engineering Council before signing the contract for staff retained under SPIU or before final appointment for staff retained on RTDA Structure;
- All Job applicants for the advertised job positions must fill and submit an electronic job application form using online E- recruitment process.
- All job applicants must also scan and send his/her original national identity card or its equivalent and a copy of his/her degree to the recruiting institution using E-recruitment process.
- Short listing of candidates will be carried out within a period of five (5) working days from the closing date of submission of applications.

Done at Kigali 18/..12../ 2017

Guy M. KALISA  
Director General




Cc:

- Ministry of Public Service and Labor
  - Public Service Commission
- Kigali**