

## Rwanda Development Board

### Job Vacancy Announcement

The Rwanda Development Board (RDB) is an emerging unique institution in Rwanda created to fast-track the country's economic development.. As an entity, it brings together economic clusters tasked to ensure that Rwanda's Vision 2020 economic aspirations are realisable. To succeed at this important mission, RDB intends to be an "employer of choice" – attracting and retaining the most capable human capital. A number of opportunities are now available for immediate placement in different departments of RDB.

A highly competitive package will be offered commensurate with the position and qualification. For exceptional candidates the following positions within the RDB are immediately available:

#### I.CEO Office

CEO Office			
Ref.& Job Title	Responsibilities and duties	Job requirement (Qualifications and Experience )	Number
RDB/CEO/01. <b>Senior Advisor</b>	<p><b>Overall objective:</b></p> <ul style="list-style-type: none"> <li>- Ensure efficient and effective functioning of the CEO's Office – internally and in its interactions with external stakeholders. Direct support to the CEO in CEO day to day activities.</li> </ul> <p><b>Specific tasks and responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Provide strategic advice to the CEO</li> <li>- Support CEO to manage strategic partnerships</li> <li>- Coordinate information flows, planning, work allocation and reporting in the CEO's Office across different units</li> <li>- Monitor progress and ensure timely delivery on projects and tasks of the CEO's office across different units</li> <li>- Lead on delivering certain projects and tasks of the CEO's office</li> <li>- Represent the CEO at meetings and respond to correspondence on CEO's behalf</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- Relevant degree in management/business administration</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- At least 2 years experience managing teams, preferably in large organizations</li> <li>- Experience of working in both the public and private sector highly desirable</li> </ul> <p><b>Skills and Characteristics</b></p> <ul style="list-style-type: none"> <li>- Excellent planning and organisational skills</li> <li>- Excellent business writing and presentation skills and verbal communication skills (in English)</li> <li>- Excellent team leadership skills</li> <li>- Technical expertise in the core sectors and functions of RDB an advantage but</li> </ul>	1

	<ul style="list-style-type: none"> <li>- Review and quality control of briefings and reports going to CEO</li> <li>- Initiate, design and implement new systems and processes in the CEO's office</li> <li>- Manage Executive Assistant</li> </ul>	<p>not a pre-requisite</p> <ul style="list-style-type: none"> <li>- Strong stakeholder management skills, able to confidently communicate and work with senior RDB, GoR and private sector colleagues</li> <li>- Delivery focused, pragmatic, able to multi-task and get things done in a fast paced environment</li> <li>- Professional, detail orientated with high standards</li> </ul>	
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### Strategy and Competitiveness Unit

Ref.& Job Title	Responsibilities and duties	Job requirement (Qualifications and Experience )	Number
RDB/SCU/01. <b>Unit Manager</b>	<p><b>Overall objective (for the unit):</b></p> <ul style="list-style-type: none"> <li>- Increase the impact of RDB's efforts to improve Rwanda's competitiveness and attractiveness as a place for private sector investment</li> <li>- Ensure that the private sector is deeply engaged and takes a leading role in efforts to improve Rwanda's investment climate</li> <li>- Ensure RDB's organisational strategies are aligned with RDB goals and national priorities</li> </ul> <p><b>Specific tasks and responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Provide strategic advice to the CEO and senior management on private sector development and competitiveness issues</li> <li>- Scope, design and manage the delivery of internal and external strategy projects in the unit</li> <li>- Oversee the RDB led public private dialogue process</li> <li>- Communicate findings of strategy projects to the</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- Relevant degree in business administration/economics, preferably at Masters level</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- Experience working on investment climate reforms and private sector development issues in developing and emerging markets</li> <li>- Private sector strategy consulting experience highly desirable</li> <li>- Experience in providing direct policy advice to senior officials highly desirable</li> <li>- Experience of conducting public private dialogue highly desirable</li> </ul> <p><b>Skills and Characteristics</b></p> <ul style="list-style-type: none"> <li>- Excellent quantitative, economic and</li> </ul>	1

	<p>rest of RDB and government and secure stakeholder buy-in</p> <ul style="list-style-type: none"> <li>- Support the design of the implementation of reforms and strategies and provide oversight where necessary</li> <li>- Provide input into policies, laws and GoR decision forums such as Kivu to improve their impact on private sector development</li> <li>- Lead internal/organisational strategy projects at RDB</li> <li>- Responsible for internal organization and proper functioning of the Unit, including management of staff and budget</li> <li>- Train and coach unit staff in economic and competitiveness analysis and strategy development</li> </ul>	<p>financial analysis skills</p> <ul style="list-style-type: none"> <li>- First rate policy and strategy development skills</li> <li>- A strong understanding of the drivers of economic growth and investment in Africa and emerging markets as well as an appreciation of the wider context for business and its relation to the Government</li> <li>- Excellent business writing and presentation skills and verbal communication skills (in English) – able to convey complex messages clearly and compellingly</li> <li>- Strong stakeholder management skills, able to confidently work with senior public officials and private sector leaders</li> <li>- Delivery focused, pragmatic, able to multi-task and get things done in a fast paced environment</li> <li>- Professional, detail orientated with high standards</li> <li>- Excellent team leadership and coaching skills</li> </ul>	
RDB/SCU/02. <b>Strategy Expert</b>	<p><b>Overall objective (for the unit):</b></p> <ul style="list-style-type: none"> <li>- Increase the impact of RDB’s efforts to improve Rwanda’s competitiveness and attractiveness as a place for private sector investment</li> <li>- Ensure that the private sector is deeply engaged and takes a leading role in efforts to improve Rwanda’s investment climate</li> <li>- Ensure RDB’s organisational strategies are aligned with RDB goals and national priorities</li> </ul> <p><b>Specific tasks and responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Conduct analysis of global and Rwandan economic and investment trends to identify impact</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- Relevant degree in business administration/economics</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- Experience working on investment climate reforms and private sector development issues desirable</li> <li>- Private sector strategy consulting experience desirable</li> <li>- Experience in providing direct policy advice to senior officials desirable</li> <li>- Experience of conducting public private</li> </ul>	1

	<p>on investment and competitiveness</p> <ul style="list-style-type: none"> <li>- Analyse the investment climate in Rwanda and conduct public-private dialogue to identify key business constraints and develop priority reforms/actions</li> <li>- Conduct financial and economic analysis on specific initiatives to develop the private sector e.g., public investments.</li> <li>- Communicate findings of strategy projects to the rest of RDB and government and secure stakeholder buy-in</li> <li>- Support the design of the implementation of reforms and strategies and provide oversight where necessary</li> <li>- Provide input into policies, laws and GoR decision forums such as Kivu to improve their impact on private sector development</li> <li>- Conduct internal/organisational strategy projects at RDB</li> </ul>	<p>dialogue desirable</p> <p><b>Skills and Characteristics</b></p> <ul style="list-style-type: none"> <li>- Strong quantitative, economic and financial analysis skills</li> <li>- Be able to structure and think strategically about a problem</li> <li>- A strong understanding of the drivers of economic growth and investment in Africa and emerging markets as well as an appreciation of the wider context for business and its relation to the Government</li> <li>- Good business writing and presentation skills and verbal communication skills (in English) – able to convey complex messages clearly and compellingly</li> <li>- Good stakeholder management skills, able to confidently work with senior public officials and private sector leaders</li> <li>- Delivery focused, pragmatic, able to multi-task and get things done in a fast paced environment</li> <li>- Professional, detail orientated with high standards</li> </ul>	
<p><b>Communications and PR</b></p>			

Ref. & Job Title	Responsibilities and duties	Job requirement (Qualifications and Experience )	Number
<p>RDB/PR/01.</p> <p><b>Content Developer/Writer</b></p>	<p><b>Specific tasks and responsibilities:</b></p> <p>The Content Developer will ensure that the all material is accurate, credible, clear, and sound while being consistent with the audience’s need.</p> <p>The specific responsibilities for this position include to the following:</p> <ul style="list-style-type: none"> <li>- Quickly assimilate and digest information that is provided by the different RDB departments</li> <li>- Make complex content easy for the intended audience to understand</li> <li>- Translate source content into illustrations, examples, and cases for materials</li> <li>- Vary his/her writing style and level of complexity to accommodate the intended audience</li> <li>- Serve as a content team lead on projects comprised of freelance writers and designers</li> <li>- Participate in project meetings by phone and in person as required</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- Bachelor's/Master's in the Arts, Social Sciences, or Humanities Specialized in Literature, Education, Mass Communication, and/or Journalism.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- 3+ years experience as published writer or reporter</li> </ul> <p><b>Skills and Characteristics</b></p> <ul style="list-style-type: none"> <li>- Very strong written and verbal communication skills</li> <li>- Should possess a passion for writing, ability to develop and express a message clearly, briefly and persuasively</li> <li>- Ability to compose grammatically correct sentences, paragraphs and topics that combine factual information presented in an engaging manner</li> <li>- Well-developed interpersonal skills and creative abilities to work under pressure and to externally imposed deadlines.</li> <li>- Have a good eye for detail, design, and typography Interested in and able to absorb and synthesize a wide range of information sources.</li> <li>- Sound computer skills (MS Office)</li> <li>- Understanding of internet channels of communication.</li> <li>- Be able to work in a team</li> </ul>	<p>1</p>
<b>Customer Care</b>			

Ref. & Job Title	Responsibilities and duties	Job requirement (Qualifications and Experience )	Number
RDB/CC/01. <b>Unit Manager</b>	<p><b>Specific tasks and responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Provide strategic advice to the CEO and RDB senior management on issues related to customer care and service delivery in Rwanda.</li> <li>- Coordinating internal and external resources to ensure the successful and timely implementation of all the National Customer Care Campaign activities.</li> <li>- Monitoring and evaluation of Customer Care Communication Plan, Advocacy Strategy and Training Programs.</li> <li>- Lead on delivering certain projects and tasks aimed at improving customer care skills and quality of service delivery in Rwanda.</li> <li>- Manage the campaign budget and seek relevant partnerships and source sponsorships when appropriate.</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- A degree in business administration or project management.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- 2+ yrs experience project management in large organizations, working with multiple partners and stakeholders</li> <li>- 2+ yrs experience working in organizational operations as a leader/ at a management level</li> <li>- Experience of working in both the public and private sector would be highly desirable.</li> </ul> <p><b>Skills and Characteristics</b></p> <ul style="list-style-type: none"> <li>- Excellent planning and organizational skills</li> <li>- Excellent business writing and presentation skills and verbal communication skills (in English)</li> <li>- Excellent team leadership skills</li> <li>- Strong stakeholder management skills, able to confidently communicate and work with senior RDB, GoR and private sector colleagues.</li> <li>- Delivery focused, pragmatic, able to multi-task and get things done in a fast paced environment.</li> <li>- Professional, detail orientated with high standards</li> </ul>	1
RDB/CC/02. <b>Customer Care</b>	<p><b>Specific tasks and responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Support and assist Unit Manager in coordinating</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- A degree in hospitality, customer relations</li> </ul>	1

<b>Training Officer</b>	<p>internal and external resources to ensure the successful implementation of all the National Customer Care Campaign activities.</p> <ul style="list-style-type: none"> <li>- Assist with writing reports, conducting or overseeing studies.</li> <li>- Lead on planning and delivering training programs, trainings tools and event aimed at improving customer care skills and quality of service delivery in Rwanda.</li> <li>- Manage the relationship with training partners and stakeholders.</li> </ul>	<p>management or any other service delivery oriented fields</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- 2+ yrs experience in hospitality management or service delivery oriented fields in large organizations</li> <li>- 2+ yrs experience working in customer care, delivering various services and working with a range of customers.</li> <li>- Experience of working in both the public and private sector – is highly desirable.</li> </ul> <p><b>Skills and Characteristics</b></p> <ul style="list-style-type: none"> <li>- Excellent writing and presentation skills and verbal communication skills (in English)</li> <li>- Strong stakeholder management skills, able to confidently communicate and work with various GoR and private sector colleagues.</li> <li>- Delivery focused, pragmatic, able to multi-task and get things done in a fast paced environment.</li> <li>- Professional, detail orientated with high standards</li> <li>- Ability to travel as needed.</li> </ul>	
RDB/CC/03. <b>Customer Care Communications Officer</b>	<p><b>Specific tasks and responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Support and assist Unit Manager in coordinating internal and external resources to ensure the successful implementation of all the National Customer Care Campaign activities.</li> <li>- Assist with writing reports, conducting or overseeing studies.</li> <li>- Liaise with the RDB PR team, PR agency, and the Media to profile customer care initiatives. Write and circulate press releases and undertake media</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- A degree in journalism, media or any other mass information/education oriented fields.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- 2+ yrs experience in journalism, media management or any other mass information/education oriented fields in large organizations</li> </ul>	<b>1</b>

	<p>advocacy where appropriate.</p> <ul style="list-style-type: none"> <li>- Lead on planning and delivering Mass Media programs, and event aimed at improving customer care skills and quality of service delivery in Rwanda.</li> <li>- Manage the relationship with Media Campaign partners and stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>- 2+ yrs experience working in media, delivering various information and mass education in a campaign format</li> <li>- Experience of working in both the public and private sector, urban and rural communication – is highly desirable.</li> </ul> <p><b>Skills and Characteristics</b></p> <ul style="list-style-type: none"> <li>- Excellent writing and presentation skills and verbal communication skills (in English)</li> <li>- Strong stakeholder management skills, able to confidently communicate and work with various GoR and private sector colleagues.</li> <li>- Delivery focused, pragmatic, able to multi-task and get things done in a fast paced environment.</li> <li>- Professional, detail orientated with high standards</li> <li>- Ability to travel as needed.</li> </ul>	
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Legal			
Ref.& Job Title	Responsibilities and duties	Job requirement (Qualifications and Experience )	Number
RDB/L/01. <b>Unit Manager</b>	<p><b>Overall objective (for the unit):</b></p> <ul style="list-style-type: none"> <li>- Managing the legal files concerning the activities of RDB.</li> <li>- Advising the CEO and the Senior Management of RDB on: <ul style="list-style-type: none"> <li>- legal (judicial or extrajudicial) actions to be undertaken by RDB,</li> <li>- contracts in which RDB is a counterparty, and</li> </ul> </li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- Legal specialization (JD or Master) preferably from a reputable University.</li> <li>- (Preferred) Qualified lawyer.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- Minimum 5 years of relevant experience in either a reputable law firm or in a legal</li> </ul>	<b>1</b>

	<ul style="list-style-type: none"> <li>- GoR initiatives (involving RDB as public stakeholder) concerning the preparation of national regulations.</li> </ul> <p><b>Specific tasks and responsibilities:</b></p> <p><u>Management and Reporting</u></p> <ul style="list-style-type: none"> <li>- Responsible for internal organization and proper functioning of the Unit;</li> <li>- Responsible for ensuring the legal compliance of the activities of RDB with national and international relevant regulations.</li> <li>- Managing and being responsible for the legal archive of RDB and for keeping records of contracts/agreements, judgments, instructions and memoranda of understanding concerning RDB;</li> <li>- Responsible for reporting to the CEO and Senior Management on the legal activities of RDB;</li> <li>- Representing the Unit in internal and external meetings.</li> </ul> <p><u>Analysis, Advice and Training</u></p> <ul style="list-style-type: none"> <li>- Responsible for drafting, analyzing and reviewing laws, orders, instructions, regulations, rules of procedure and contracts relating to all activities of RDB.</li> <li>- Responsible for preparing judicial or extra judicial legal actions on behalf of RDB. Receiving summons and be responsible to prepare rebuttal pleadings for RDB.</li> <li>- Liaise with lawyers and principle state attorneys on judgments concerning the activities of RDB.</li> <li>- Offer legal advice to the CEO, the Senior Management and Strategic Investment Unit of RDB on the matters mentioned above.</li> <li>- Responsible for monitoring and updating (the CEO and the Senior Management of RDB) on</li> </ul>	<p>advisory position in a commercial company, in a primary international public or private organization or in a Government position;</p> <ul style="list-style-type: none"> <li>- (Optional/Preferred) International experience;</li> </ul> <p><b>Skills and Characteristics</b></p> <ul style="list-style-type: none"> <li>- Knowledge of public and administrative law, corporate law, contracts and intellectual property regulation;</li> <li>- Proven legal analytical and transactional ability;</li> <li>- Proven ability in drafting contracts and provide legal advice to large institutions (either public or private)concerning agreements on large public or public-private investment/projects;</li> <li>- Language: (Required) Proficient level in English; (optional/preferred) Kinyarwanda and French;</li> <li>- Proficient knowledge of Microsoft Office programs.</li> <li>- A proven ability to inspire, coach and develop the skills of co-workers;</li> <li>- Excellent teamwork skills;</li> <li>- Capacity to interact with public stakeholders and understanding of Governments' processes.</li> </ul>	
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	<p>relevant domestic and international legal innovations involving Rwanda and the East African Community;</p> <ul style="list-style-type: none"> <li>- Responsible to coordinate (with the CEO) and implement legal training for RDB staff.</li> </ul>		
<p>RDB/L/02. <b>Senior Legal Officers</b></p>	<p><b>Specific tasks and responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Drafting, analyzing and reviewing laws, orders, instructions, regulations, rules of procedure and contracts relating to all activities of RDB.</li> <li>- Preparing judicial or extra judicial legal actions on behalf of RDB. Receiving summons and be responsible to prepare rebuttal pleadings for RDB.</li> <li>- Liaise with lawyers and principle state attorneys on judgments concerning the activities of RDB.</li> <li>- Offer legal advice to the CEO, the Senior Management and Strategic Investment Unit of RDB on the matters mentioned above.</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- Legal specialization (JD or Master)</li> <li>- (Preferred) Qualified lawyer.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- 2 years of relevant experience in either a reputable law firm or in a legal advisory position in a commercial company, in a primary international public or private organization or in a Government position;</li> <li>- (Optional/Preferred) International experience;</li> </ul> <p><b>Skills and Characteristics</b></p> <ul style="list-style-type: none"> <li>- Knowledge of public and administrative law, corporate law, contracts and intellectual property regulation;</li> <li>- Proven legal analytical and transactional ability;</li> <li>- Proven ability in drafting contracts and provide legal advice to large institutions (either public or private)concerning agreements on large public or public-private investment/projects;</li> <li>- Language: (Required) Proficient level in English; (optional/preferred) Kinyarwanda and French;</li> <li>- Proficient knowledge of Microsoft Office programs.</li> <li>- Excellent teamwork skills;</li> <li>- Capacity to interact with public</li> </ul>	<p>2</p>

		stakeholders and understanding of Governments' processes.	
<b>Procurement</b>			
Ref. & Job Title	Responsibilities and duties	Job requirement (Qualifications and Experience )	Number
RDB/P/01. Unit manager	<p><b>Specific tasks and responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Ensure that all the procurement team is properly handling procurement files</li> <li>- Ensure that all procurement operations are carried out in accordance with the procurement plan as approved by the RPPA and partners to RDB</li> <li>- Ensure that all procurement documentations for goods and works (including the preparation of advertisements, identification of possible suppliers/contractors, preparation of bidding documents, Request For Quotations, Request For proposals, opening reports, evaluation reports, price market research) obtain the necessary approvals from RPPA and Tender Committee and Partners;</li> <li>- Train staff from user departments and other procurement officers in public procurement procedures;</li> <li>- Ensure the proper filing system of documents from advertisement until works/goods or services are delivered/completed;</li> <li>- Ensure compliance in the procurement of works, goods, and services and maintain proper database of procurement processes;</li> <li>- Establish procurement performance indicators and milestones to be used in monitoring and assessing progress in the quality of procurement;</li> <li>- Update and maintain the RDB Procurement</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- Bachelor's degree or equivalent in Business Administration, Engineering, Law or other related field.</li> <li>- Additional study or training in the areas relevant to procurement, or a certification in procurement is highly desirable.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- Minimum of 4 years of progressively responsible procurement experience</li> <li>- Minimum of 2 years in a managerial position</li> <li>- Experience in handling complex procurement tender such as complex civil works or Information Systems</li> </ul> <p><b>Skills and Characteristics</b></p> <ul style="list-style-type: none"> <li>- Computer literate with good knowledge of MS Office (Word, Excel)</li> <li>- Excellent interpersonal skills</li> <li>- Excellent team player skills</li> <li>- Excellent communication and analytical skills</li> <li>- Responsible and respects deadlines</li> <li>- Capacity to handle multiple tasks at the same time and ability to work under pressure</li> <li>- Ability to coach and mentor others</li> </ul>	1

	<p>manual including procedures and standard forms to be used during implementation;</p> <ul style="list-style-type: none"> <li>- Monitor and ensure that the procurement calendar is respected and there is timely delivery on planned activities;</li> <li>- Liaise regularly with procurement officers and users departments in executing the procurement plan</li> <li>- Assisting in negotiation of contracts with selected consultant. Arrange for signing of contract and distributes them to appropriate authorities.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrated ability to transfer skills and knowledge. Previous training or teaching experience will be an added advantage</li> <li>- Fluency in English or French with a working knowledge of the other</li> <li>- Knowledge of Kinyarwanda will be an added advantage</li> </ul>	
<p>RDB/P/02. <b>Seni or Procurement officer</b></p>	<p><b>Specific tasks and responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Prepare and publish general notices, specific notices and requests for expressions of interest;</li> <li>- Supervise bidding processes and prepare requests for no objection from Rwanda Public Procurement Authority if necessary;</li> <li>- Ensure that procurement activities are carried out in accordance with the national procurement law;</li> <li>- Prepare the annual procurement plan for and provide direction for its implementation on a timely and efficient manner;</li> <li>- Procure tender of works, goods and services in line with the national procedures;</li> <li>- Draw up requests for proposals and the consultants shortlist on the basis of elements and the specifications of services and prepare the no-objection requests when required;</li> <li>- Participate in the opening and evaluation process of technical and financial proposals, take minutes of evaluation process, coordinate and participate in the negotiation process when required;</li> <li>- Liaise with RDB user department to ensure the Projects implementation in compliance with the set procurement guidelines and procedures and in the terms of contract;</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- University Degree in Management, Engineering, Economics, Law and other related field</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- 3 years of experience in procurement</li> </ul> <p><b>Skills and Characteristics</b></p> <ul style="list-style-type: none"> <li>- Computer literate with good knowledge of MS Office (Word, Excel)</li> <li>- Excellent interpersonal skills</li> <li>- Excellent team player skills</li> <li>- Excellent communication and analytical skills</li> <li>- Responsible and respects deadlines</li> <li>- Capacity to handle multiple tasks at the same time and ability to work under pressure</li> <li>- Fluency in English or French with a working knowledge of the other</li> <li>- Knowledge of Kinyarwanda will be an added advantage</li> </ul>	<p>1</p>

	- Any other duties that may be assigned by the unit manager		
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## II. ADMINISTRATION&FINANCE AND HUMAN RESOURCES

Ref.& Job Title	Responsibilities and duties	Job requirement (Qualifications and Experience )	Number
<b>RDB/A/01: Senior Management Accountant</b>	<p>The incumbent reports to Chief Financial Officer. The key responsibilities of Senior Management Accountant include:</p> <ul style="list-style-type: none"> <li>- Analysis and reporting of enterprise information with a bias to financial information that feeds into strategic and operational decision making, routine and adhoc.</li> <li>- The incumbent will support the establishment of long-term planning and accountability (business plans, medium term budget frameworks, the annual budget process and an effective M&amp;E, including the performance framework. The function of MAS will be at the heart of enterprise information providing a link and close liaisons across the department;</li> <li>- Work closely planning with planning unit and provide in guidance on activities of monitoring and presentation of budgets for controlling funds to implement programs;</li> <li>- Reviews operating budgets periodically to analyze trends affecting budget needs;</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- At least a Bachelor degree in any of the following fields – economics, statistics, engineering, finance or other related field. Possession professional certificates such as MBA, ACCA, CIMA, ACA, and CPA shall be added advantage.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- At least 3 years of senior financial management experience, including industry or related experience;</li> <li>- Thorough knowledge of computer applications software and knowledge of financial accounting packages and ERP systems.</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>- <i>Leadership:</i> Strong managerial and supervisory skills. Tact and negotiating skills, good judgment and decision-making skills; innovative and technical leadership</li> <li>- <i>Managing Performance:</i> Ability to establish priorities, plan and encourage performance;</li> </ul>	1

	<ul style="list-style-type: none"> <li>- Consults with unit heads to ensure adjustments are made in accordance with program changes in order to facilitate long-term planning;</li> <li>- Preparation of regular and special budget reports to interpret budget directives and to establish policies for carrying out directives.</li> <li>- Coordinate any revisions of the existing budget and prepare monthly, quarterly and annual budget execution reports.</li> <li>- Prepares comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal years and submits reports to CHIEF FINANCIAL OFFICER with recommendations for budget revisions;</li> <li>- Ensure an effective strategic and operational planning throughout RDB;</li> <li>- Undertake Macroeconomic modelling and forecasting advise on long-range planning,</li> <li>- Maintain appropriate functional knowledge to guide and support operations – including industry best practices and international standards;</li> <li>- Establish and report on a business benchmarking programme (internally and externally);</li> <li>- Submit ad hoc reporting.</li> </ul>	<p>coordinate and monitor work of others, delegate appropriate responsibility, be accountable and exercise decision-making appropriately.</p> <ul style="list-style-type: none"> <li>- <i>Technological Awareness:</i> Sound computer skills, including proficiency in Microsoft Office products and complex computerized financial systems – including modelling skills and system project management skills.</li> <li>- <i>Communications and Teamwork:</i> Proven ability to write in a clear and concise manner and effective oral communication skills.</li> <li>- <i>Client Orientation:</i> Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients;</li> <li>- <i>Teamwork:</i> Strong interpersonal skills demonstrated by the ability to lead and gain the assistance and cooperation of others in a team endeavour.</li> <li>- Should be bilingual with a strong command in either of the languages (English or French).</li> </ul>	
<p><b>RDB/A/05: Chief Accountant</b></p>	<p>The incumbent reports to Finance and Administration Manager. The key responsibilities of Chief Accountant include:</p> <ul style="list-style-type: none"> <li>- Ensures timely preparations of all financial reports (statutory, ad hoc and management</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- A qualified and experienced accountant with appropriate IFAC designation;</li> <li>- Masters degree in Finance, Accounting or an MBA with a strong financial management bias</li> </ul>	<p>1</p>

	<p>accounts, including exception reports) to management and the Board;</p> <ul style="list-style-type: none"> <li>- Support the process of long-range business planning and the annual budget process with appropriate financial projections;</li> <li>- Manage the internal financial interface with peer and stakeholder departments to ensure timely receipt of appropriate and accurate inputs and provision of feedback – foster an effective team collaboration;</li> <li>- Ensure accuracy of all General Ledger accounts; sign-off and report on all reconciliations;</li> <li>- Maintain an appropriate functional knowledge to guide and support operations – including industry best practices and international standards;</li> <li>- Ensure effective management of receivables and payables;</li> <li>- Provide appropriate policy guidance on all matters financial and the related risk management issues;</li> <li>- Review and maintain an effective internal control framework, implementation of recommendations in the audit management letter and other measures to improve the control environment;</li> </ul>	<p>plus the requisite experience will be considered;</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- At least 4 years of senior financial management experience, including industry or related experience;</li> <li>- Thorough knowledge of computer applications software and knowledge of financial accounting packages and ERP systems.</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>- <i>Leadership:</i> Strong managerial and supervisory skills. Tact and negotiating skills, good judgment and decision-making skills; innovative and technical leadership</li> <li>- <i>Managing Performance:</i> Ability to establish priorities, plan and encourage performance; coordinate and monitor work of others, delegate appropriate responsibility, be accountable and exercise decision-making appropriately.</li> <li>- <i>Technological Awareness:</i> Sound computer skills, including proficiency in Microsoft Office products and complex computerized financial systems – including modelling skills and system project management skills.</li> <li>- <i>Communications and Teamwork:</i> Proven ability to write in a clear and concise manner and effective oral communication skills.</li> <li>- <i>Client Orientation:</i> Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients;</li> <li>- <i>Teamwork:</i> Strong interpersonal skills demonstrated by the ability to lead and gain the assistance and cooperation of others in a</li> </ul>	
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		<p>team endeavour.</p> <ul style="list-style-type: none"> <li>- Should be bilingual with a strong command in either of the languages (English or French).</li> </ul>	
<p><b>RDB /A/ 02: HUMAN RESOURCES MANAGER</b></p>	<p>The incumbent reports to the Chief Financial Officer. Key Responsibilities of Human Resource Manager include:</p> <ul style="list-style-type: none"> <li>- To articulate and implement the Human Resource Vision for RDB;</li> <li>- Design and deliver on an effective Human Resource Strategy that develops, retains and maintains a cohesive and high-performance culture;</li> <li>- Develop a leadership strategy for all levels within the institution;</li> <li>- Create a leadership framework to achieve set objectives;</li> <li>- Create an open employee engagement plan; initiate performance and appraisal tools;</li> <li>- Ensure appropriate level of capability is developed through effective resourcing and development plans;</li> <li>- You will influence, coach and mentor line management and other employees to deliver best practice people management;</li> <li>- ensure high potential employees are objectively identified, effectively developed to build a sustainable talent pipeline;</li> <li>- As a senior member of the executive team, your support role will underpin all change and transformation processes,</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- Advanced University Degree (Master's degree or equivalent) in public or business administration, human resource management or related area. A first level university degree with a combination of relevant academic qualifications and experience may be accepted in lieu of advanced university degree;</li> <li>- Sound Commercial awareness and an understanding of the relationship between organizations, corporate strategy and people strategy;</li> <li>- At least 5 years of relevant human resource management experience or related experience.</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>- Proven conceptual, analytical, and evaluative skills.</li> <li>- <i>Leadership:</i> Strong managerial and supervisory skills. Tact and negotiating skills, good judgment and decision-making skills; innovative and technical leadership</li> <li>- <i>Managing Performance:</i> Ability to establish priorities, plan and encourage performance; coordinate and monitor work of others, delegate appropriate responsibility, be accountable and exercise decision-making appropriately.</li> <li>- <i>Technological Awareness:</i> Sound</li> </ul>	<p>1</p>

	<p>ensuring that the best people resources are attracted, developed and retained within RDB;</p> <ul style="list-style-type: none"> <li>- Review and establish best practice Human Resources tools and practices; and Coordinate, oversee and be accountable for all human resources issues.</li> </ul>	<p>computer skills, including proficiency in Microsoft Office products and complex computerized financial systems – including modelling skills and system project management skills.</p> <ul style="list-style-type: none"> <li>- <i>Communications and Teamwork:</i> Proven ability to write in a clear and concise manner and effective oral communication skills.</li> <li>- <i>Client Orientation:</i> Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients;</li> <li>- <i>Vision:</i> Ability to identify key strategic issues, opportunities and risks; clearly communicate links between the Organization's strategy and the work unit's goals; establish/identify and communicate broad and compelling organizational direction;</li> <li>- <i>Teamwork:</i> Strong interpersonal skills demonstrated by the ability to lead and gain the assistance and cooperation of others in a team endeavour.</li> </ul>	
<p><b>RDB/ A/ 03: Performance and Career Development</b></p>	<p>The incumbent reports to HR Manager. Key roles and responsibilities include:</p> <ul style="list-style-type: none"> <li>- Advise on proper performance management system and practices that</li> </ul>	<p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>- An advanced degree (Master or equivalent) in human resource management, business or public</li> </ul>	<p>1</p>

<p><b>Senior Officer</b></p>	<p>increase staff performance</p> <ul style="list-style-type: none"> <li>- Manage and administer staff performance management cycle from performance agreements to appraisals and ensure their quality is up to standard;</li> <li>- Research and advise right performance indicators in different fields guided by international best practice;</li> <li>- Plan appropriate headcount in all departments according to right HR benchmarks, performance targets and HR productivity indicators;</li> <li>- Regularly evaluate efficiency of existing performance management tools and advise reviews accordingly;</li> <li>- Coach managers and staff on best ways to make SMART performance agreements and conduct valuable appraisals</li> <li>- Conduct training sessions in performance management skills;</li> <li>- Follow up on management complaints and staff grievance related to staff performance and advise remedy or escalate to HR Manager for timely intervention;</li> <li>- Keep up to date trends on career management practices and elaborates relevant policy;</li> <li>- Elaborate company succession planning and ensure its regular update;</li> <li>- Make regular follow-up of implementation of succession training and advise better skills development practices to relevant managers;</li> <li>- Follow up on staff backups system for all jobs in different departments to ensure</li> </ul>	<p>administration or related discipline. First level university degree with combination of relevant academic qualifications and extensive experience may be accepted in lieu of advanced university degree</p> <p><b>Experience</b></p> <p>A minimum of 4 years of progressively responsible working experience in human resource development, performance management or related fields, at least 3 years in team leadership positions and experience in practical performance management in comparable institution.</p> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>- <i>Leadership:</i> Strong managerial and supervisory skills. Tact and negotiating skills, good judgment and decision-making skills; innovative and technical leadership</li> <li>- <i>Managing Performance:</i> Ability to establish priorities, plan and encourage performance; coordinate and monitor work of others, delegate appropriate responsibility, be accountable and exercise decision-making appropriately.</li> <li>- <i>Technological Awareness:</i> Sound computer skills, including proficiency in Microsoft Office products and complex computerized financial systems – including modelling skills and system project management skills.</li> <li>- <i>Communications and Teamwork:</i> Proven ability to write in a clear and concise manner and effective oral communication skills.</li> </ul>	
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	<p>smooth workflow in the absence of job holder while on leave or for any other reason;</p> <ul style="list-style-type: none"> <li>- Elaboration of a staff development plan;</li> <li>- Prepare, develop and implement welfare procedure, policies and program to make RDB an employer of choice</li> <li>- Promote workplace safety through design of proper working environment and advise management accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Client Orientation:</i> Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients;</li> <li>- <i>Teamwork:</i> Strong interpersonal skills demonstrated by the ability to lead and gain the assistance and cooperation of others in a team endeavour.</li> </ul>	
<p><b>RDB /A /04:Performance and Career Development Officer</b></p>	<p>The incumbent reports to Performance and Career Development Senior Officer. Key roles and responsibilities include:</p> <ul style="list-style-type: none"> <li>- Ensure that clear job descriptions and performance expectations are in place;</li> <li>- Monitor staff performance and advise appropriate actions to undertake based on the result;</li> <li>- provide advice and assistance when conduction staff performance evaluations;</li> <li>- Provide basic counselling to staff who face performance related obstacles;</li> <li>- provide advice and assistance when developing the individual development plan;</li> <li>- Compile and consolidate each individual development plan to facilitate their implementations;</li> <li>- Identify developments opportunity through analysis and collection of staff welfare needs and propose best welfare practice;</li> <li>- Implement approved welfare program &amp; policies and constantly seek to improve</li> </ul>	<p><b>Qualifications</b></p> <p>University Degree in human resource, business administration, business management; commerce or economics or any related discipline;</p> <p><b>Experiences</b></p> <ul style="list-style-type: none"> <li>- 3 years experience in human resource matters is regarded as a necessary requirement;</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>- <i>Technological Awareness:</i> Sound computer skills, including proficiency in Microsoft Office products and complex computerized financial systems – including modelling skills and system project management skills.</li> <li>- <i>Communications and Teamwork:</i> Proven ability to write in a clear and concise manner and effective oral communication skills.</li> <li>- <i>Client Orientation:</i> Ability to identify clients' needs and appropriate solutions;</li> </ul>	<p>1</p>

	<p>staff welfare for RDB.</p>	<p>ability to establish and maintain productive partnerships with clients;</p> <ul style="list-style-type: none"> <li>- <i>Teamwork:</i> Strong interpersonal skills demonstrated by the ability to lead and gain the assistance and cooperation of others in a team Endeavour.</li> </ul>	
<p><b>RDB /A /06: Database Senior Engineer</b></p>	<p>The incumbent reports to Administration and Finance Manager. Key roles and responsibilities include:</p> <ul style="list-style-type: none"> <li>- Design, maintain, and control the corporate databases</li> <li>- Analyze all informational requirements, for new database applications</li> <li>- Develop database specifications, and deploy and enforce database standards in RDB system</li> <li>- Provide technical support for existing databases and modify existing databases as circumstances change;</li> <li>- Test new systems and customize commercial databases for specific needs;</li> <li>- Implement comprehensive maintenance procedures for the database system and repair damaged databases ;</li> <li>- Assist in solving problems of users by analyzing the cause of their problems and recommending the appropriate action ;</li> <li>- Enforce database system security measures and Implement database security policies;</li> <li>- Responsible for data backups and implementation of redundant database systems</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- Bachelor degree in computer science, software engineering or any other related field; Certifications preferably SQL, Oracle, Net framework is required.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- Candidate should have at least 2 years or working experience similar or equivalent position;</li> <li>- Good skills in SQL Server, Java and Oracle Database; troubleshooting skills; and knowledge in Networking is required.</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>- <i>Communications and Teamwork:</i> Proven ability to write in a clear and concise manner and effective oral communication skills.</li> <li>- <i>Client Orientation:</i> Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients;</li> <li>- <i>Teamwork:</i> Strong interpersonal skills</li> </ul>	<p>1</p>

		demonstrated by the ability to lead and gain the assistance and cooperation of others in a team endeavour.	
<b>RDB /A /07: Front Desk Officers</b>	<p>The incumbents report to Administration Senior Officer. Key roles and responsibilities include:</p> <ul style="list-style-type: none"> <li>- Receives visitor's at establishment, determines nature of business, and directs callers to destination;</li> <li>- Obtains visitor's name and arranges for appointment with relevant office or relevant person;</li> <li>- Directs visitors to destination and records name, time of call, nature of business, and person called upon;</li> <li>- May operate PBX telephone console to receive incoming messages, and direct them to the relevant office;</li> <li>- May type memos, correspondence, reports, and other documents as deemed necessary;</li> <li>- May collect and distribute mail and messages directed to the establishment/institution</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- Bachelor's degree in Public Relations, Public Administration, hospitality, Literature, and other related fields.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- At least one year working as front desk; customer care, or marketing officer in private sector or public similar to RDB is required.</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>- <i>Communications and Teamwork:</i> Proven ability to write in a clear and concise manner and effective oral communication skills.</li> <li>- <i>Client Orientation:</i> Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients;</li> <li>- <i>Teamwork:</i> Strong interpersonal skills demonstrated by the ability to lead and gain the assistance and cooperation of others in a team endeavour.</li> <li>- <i>Language proficiency:</i> Ability to speak fluently English, French, and Kinyarwanda.</li> </ul>	2

<p><b>RDB/A/02. <u>Administrative Assistant to the CFO</u></b></p> <ul style="list-style-type: none"> <li>- Provide a comprehensive secretarial and administrative support to the Division Manager including: drafting correspondence, minute taking, filing and records keeping and related tasks.</li> <li>- Manage office systems and filing procedures, plan, schedule and coordinate meetings, appointments and other activities.</li> <li>- Filing and follow up on all urgent signatures including delivery of requests for quotations and other correspondences.</li> <li>- Follow up on contract signatures with different authorities and ensure that they are signed on time.</li> <li>- Arrange essential mails in priority action order for the Division Manager.</li> <li>- Check deadlines of incoming requests and advise the Division Manager accordingly.</li> <li>- Maintain calendar and ascertain which events require the Division Manager's presence.</li> <li>- Ensure judicious handling of all the Office issues.</li> <li>- Screen visitors to control the Division Manager's interruptions.</li> <li>- Manage petty cash for the office</li> <li>- Perform any other duties that may be assigned by the Division Manager from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>- Bachelor's degree in Public Relations, Public Administration, Secretarial studies, Literature, Accounting, Economics and other related fields.</li> <li>- At least 1 year of working experience in a similar post.</li> <li>- Excellent communication in English and/or French and working knowledge of the other.</li> <li>- Computer literacy – sound and current knowledge of Microsoft Word, Excel, Access, PowerPoint, email and the Internet is a must. Excellent writing skills.</li> </ul>	<p><b>1</b></p>
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### III. HUMAN CAPITAL AND INSTITUTIONAL DEVELOPMENT DEPARTMENT

Ref. & Job Title	Responsibilities and duties	Job requirement (Qualifications and Experience )	Number
<b>HEAD OF DEPARTMENT – OFFICE</b>			
RDB/HID/09. <b>Statistics Officer</b>	<ul style="list-style-type: none"> <li>- Develop systems and methods for the collection, processing and dissemination of human capital development statistics that are timely and relevant;</li> <li>- Supervises the collection, compilation, analysis and presentation of statistical data;</li> <li>- Designs worksheets, table formats, charts and supervises their presentation;</li> <li>- Designs survey questionnaires and data collection instruments for the collection of primary and secondary data;</li> <li>- Documents methodologies and procedures used in the compilation and analysis of data, as well as data sources and limitations of estimates and guidelines for their use;</li> <li>- Applies statistical techniques and methods in the processing and analysis of data;</li> <li>- Prepares and publishes statistical and technical reports and research papers.</li> </ul>	<ul style="list-style-type: none"> <li>- A master's degree in statistics or mathematics; or a bachelor's degree in statistics or mathematics with at least 5 years experience of statistical work at a professional level;</li> <li>- Knowledge of the theory, systems and application of statistical research methodology;</li> <li>- Ability to compile, correlate and analyze data and arrive at sound conclusions.</li> <li>- Ability to represent findings and conclusions effectively in appropriate tabular, graphic and written formats.</li> <li>- Ability to establish and maintain effective working relationships with professional colleagues, public and private sector officials and regional professional;</li> <li>- Sufficient Knowledge and skill of various statistical software packages;</li> <li>- Good communication and writing skills.</li> </ul>	1

## SKILLS DEVELOPMENT DIVISION

<p>RDB/HID/06.</p> <p><b>Senior Skills Development Officer</b></p>	<ul style="list-style-type: none"> <li>- He/ She provide quarterly written reports on achievements, challenges and proposed solutions to identified problems.</li> <li>-Develop a process to achieve quality of training provision, systems and outcomes.             <ul style="list-style-type: none"> <li>Support and monitor reports on partnerships under his line of responsibility</li> </ul> </li> <li>- Conduct surveys and develop benchmarks on effective skills development policy and strategies</li> <li>- Develop and maintain effective information systems to facilitate the monitoring, evaluation</li> <li>- Liaising &amp; Coordinating between Ministries private sector and civil society on all skills development activities</li> <li>- Preparation of strategic long range financial plans and forecasts in collaboration with Finance Unit;</li> <li>- Develop and ensure implementation of action plan in line with mid and long term budgetary and operation plans;</li> <li>- Monitor and advise on the skills development initiatives</li> <li>- Maintaining relationship with diverse skills</li> <li>-</li> <li>- Preparation of strategic long range skills development plans</li> <li>- Monitor the skills development projects;</li> <li>- Advise on suitable mechanisms to better implement skills development projects;</li> <li>- Assist the division to develop the annual work plan</li> <li>- Develop and ensure implementation of action plan in line with mid and long term budgetary and operation plans;</li> <li>- Proactively identify changes in work scope and</li> </ul>	<ul style="list-style-type: none"> <li>- A master's degree in the relevant field (business Administration, education or economics).</li> <li>- At least 5 years post qualification experience , 2 of which should be in skills/education management</li> <li>- Ability to demonstrate a background of personal and strategic leadership;</li> <li>- A person of proven integrity, highly motivated, innovative, committed team player &amp; strong willed achiever;</li> <li>- Excellent communication and analytical skills and fluency in English or French</li> </ul>	<p>1</p>
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	<p>ensure appropriate planning measures are taken with internal and external stakeholders to reassess, renegotiate and amend scope of work responsibilities, contracts and budgets;</p> <ul style="list-style-type: none"> <li>- Ensure there is participatory and coherent planning between implementing agencies and policy makers.</li> <li>- Collaborate with technical teams, ministries and development partners to develop and / or align resource acquisition strategies and plans;</li> <li>- Participates in establishing direction, goals, policies and standards in the area of skills development</li> </ul> <p>-Work closely with other HCID divisions, on basis of skills gap identified in the country to identify and develop appropriate programmes and mechanisms of implementation</p> <ul style="list-style-type: none"> <li>- Report on skills development programs relevance from a point of view of the industries needs.</li> </ul>		
<p>RDB/HID/07.</p> <p><b>Skills Development Officer</b></p>	<ul style="list-style-type: none"> <li>- Skills development officer will carry out essentially similar functions as the senior officer and will be under close supervision from the senior officer</li> <li>- Works with industries to continuously assess, and help to identify their weaknesses and assist in ensuring that identified gaps and weaknesses are known to stakeholders.</li> <li>- Work closely with the division manager on research and publication</li> <li>- Institute mechanisms of best practice documentation, knowledge sharing, creation and transfer.</li> <li>- Organise debates, conferences about labour</li> </ul>	<ul style="list-style-type: none"> <li>- A University degree in relevant field (Business administration or education)</li> <li>- Relevant working experience in skills /education development</li> <li>- Knowledge and understanding of policies and practices of human capital development</li> <li>- Proven ability to identify, analyze skills gaps in the country and be able to propose solutions.</li> <li>- Exceptional Communication skills and ability to influence a wider range of stakeholders at all levels - including a proven ability to prepare effective presentations and executive reports,</li> </ul>	<p>2</p>

	<p>markets dynamics, implications on development and on industry competitiveness in Rwanda and East African Region.</p> <ul style="list-style-type: none"> <li>- Produce six months reports on economic impacts of his/her research on Rwandan businesses and the education sector.</li> <li>- Institute systems of information retrieval by the public.</li> <li>- Coordinate skills development initiatives of the department and ensure successful implementation of HCID strategies and policy framework;</li> <li>- In collaboration with the other stakeholders develop and maintain policy statements and positions for all the sectors;</li> <li>- Conduct Research and Develop policy on future that promote skills development in the country;</li> <li>- Lead the research and analysis of strategy and policy needs in area of skills development and establish procedures and mechanism to monitor the implementation of strategies and policies across the sectors;</li> <li>- In collaboration with other sectors ensure that the skills development strategies and policy create enabling environment that serves and meets strategic priorities;</li> <li>- Conduct periodical assessment of the impact of the proposed policies on the sector development in accordance with National ICT Strategy and Plan;</li> <li>- Conduct primary and secondary research and develop benchmarks on effective skills development policy and strategies.</li> <li>- Collaborate with technical teams, ministries and development partners to develop and/or align</li> </ul>	<p>address meetings, facilitate groups, establish and maintain person network.</p> <ul style="list-style-type: none"> <li>- Excellent communication and analytical skills and fluency in English or French</li> </ul>	
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	<p>resource acquisition strategies and plans.          -Prepare and publish quarterly newsletter, leaflets, and information packages on skills development in Rwanda.</p>		
<p><b>RDB/A/08.          Knowledge Transfer Partnership (KTP) Officer</b></p>	<p>Assist and understudy the Strategic KTP Adviser in the HCID department at RDB.          Promote KTP to the business and academic community          Facilitate the preparation of partnership proposals, assessing company finances, project feasibility, identifying correct source of academic knowledge.          Clarify project objectives, timelines, roles and responsibilities of partners and build partnership.          Train academic and company supervisors in knowledge exchange techniques, mentor graduate project managers (KTP Associates) and facilitating maximum benefits to the participants.          Represent RDB in the management of projects. Ensure maximum benefits occur and report progress to RDB and other partner sponsors.          Take responsibility for the KTP budget, organise training of graduate associates provide regular reports on the progress of the KTP programme.          Participate in the development of new KTP initiatives to promote an environment of innovation between the Knowledge Base and the Private Sector.</p>	<p>A good degree in a technical subject.          Minimum 5 years experience in a business environment,          Project management responsibility fluent in Kinyarwanda and English          Excellent verbal and written communication skills, excellent facilitation skills, good interpersonal skills,          Ability to understand and analyse company accounts,          Ability to understand complex commercial and technical problems.          Flexible and creative approach to problem solving.          Good time management and able to work with minimum supervision          Desirable experience and skills: MBA or other business qualification, experience in implementing innovative solutions, enterprise budget responsibility,</p>	

## MONITORING&EVALUATION DIVISION

<p>RDB/HID/01. <b>Division Manager</b></p>	<ul style="list-style-type: none"> <li>- Manage division staff and ensure that the division delivers on time and within available resources.</li> <li>- -Put in place a performance monitoring system which has explicitly a knowledge dimension</li> <li>- Responsible of developing an overall framework that guides knowledge management activities</li> <li>- He/she develop strategies, tools, mechanisms that allow RDB to exploit its tangible assets (know-how and customer relationship).</li> <li>- Manage and monitor the progress of the department</li> <li>- Provide quarterly written reports on how HCID is achieving its goals, outlining challenges, proposing solutions or how these problems can be clearly resolved.</li> <li>- Refining and developing conceptualize expatriate's management strategies rules and regulations governing expatriates who render service to the country.</li> <li>- Monitor skills gap and advise on suitable mechanisms to bridge the gaps</li> <li>- Assist the divisions to develop the annual work plan</li> <li>- Develop and ensure implementation of action plan in line with mid and long term budgetary and operation plans;</li> <li>- Develop and maintain effective information systems to facilitate the monitoring, evaluation and review of the human capital development</li> </ul>	<ul style="list-style-type: none"> <li>- A Masters degree in economics, statistics Public policy or business administration</li> <li>- At least 5 years of managerial experience in the Information in evaluation and monitoring field;</li> <li>- In-depth knowledge of government policies and programmes;</li> <li>- Excellent analytical, communication and presentation skills;</li> <li>- Demonstrable experience in report writing and statistical analysis</li> <li>- Fluency in English</li> </ul>	<p>1</p>
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	<p>status and progress</p> <ul style="list-style-type: none"> <li>- Institutionalize appropriate success indicators for capacity building programs and facilitate documentation of best practices and lessons learned and direct these toward multiple audiences to influence policy/plan evolution and capacity development;</li> <li>- Facilitate documentation of best practices and lessons learned in program Monitoring and Evaluation and direct these toward multiple audience to influence policy/plan evolution and capacity development;</li> </ul>		
<p><b>RDB/HID/02. Monitoring &amp; Evaluation Officer</b></p>	<ul style="list-style-type: none"> <li>- Monitoring &amp; Evaluation officer will carry out essentially similar functions as the senior officer and will be under close supervision from the senior officer.</li> <li>- Create a database on labour markets information system, showing labour markets dynamics, implications on development and on industry competitiveness in Rwanda and East African Region.</li> <li>- Be responsible for gathering, analysing and disseminating labour market information to the industries, stakeholders and to all the other interested parties.</li> <li>- Conducts statistical gathering on skills development in Rwanda and shows progress made on "Rapid response"</li> <li>- Ensures accurate, timely statistical data on skills required in country against set targets,</li> </ul>	<ul style="list-style-type: none"> <li>- A University degree in information Technology and other related fields;</li> <li>- At least 4 years working experience, with 2 years in monitoring and evaluation area;</li> <li>- Experience in evaluating programs or organizations</li> <li>- Demonstrable experience in report writing and statistical analysis</li> <li>- Fluency in English or French is key</li> </ul>	<p>4</p>

	<ul style="list-style-type: none"><li>- Uses Microsoft access to develop databases of skills available</li><li>- Uses Microsoft access to develop, monitor and maintain data on skills required in country in short term, medium and long term</li><li>- Act in supportive role to evaluating the departmental performance and monitoring the planning and implementation of programs.</li><li>- Write regular updates of progress made, identify potential bottlenecks and report these to the division manager for action.</li><li>- Publishes flyers and leaflets on a quarterly basis showing skills projections,</li><li>-Use Microsoft Publisher and other relevant software to publish activities that are taking place in the department, in Rwanda in areas of Training courses exceeding six months</li><li>- Act as a link point for other research work in the department and manage their coordination.</li><li>- Conduct primary and secondary research and develop benchmarks on effective human capital development policy and strategies</li><li>- Conduct periodic assessment of human capital development needs required to achieve key goals</li><li>- Lead and/or participate in field evaluations or surveys as required for policy formulation and program development</li><li>- Collaborate with technical teams, ministries and development partners to develop and/or align resource acquisition strategies and plans.</li></ul>		
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## TRAINING AND DEVELOPMENT DIVISION

<p>RDB/HID/03. <b>Division Manager</b></p>	<ul style="list-style-type: none"> <li>- Manage division staff and ensure that the division delivers on time and within available resources.</li> <li>- Initiate and support the private and Public sector partnerships.</li> <li>- Manage outsourced trainers as well as to monitor if contractual obligations are followed and met.</li> <li>- Promote and develop a culture of knowledge sharing, putting in place appropriate processes to monitor how knowledge sharing takes place within RDB and outside RDB.</li> <li>- Ensure that all employees have embedded the development and dissemination of knowledge in their job plan</li> <li>- He/she plays a leadership role and ensures RDB maximizes the returns on investment of knowledge- people, processes and intellectual capital both within RDB and its partners</li> <li>- Will put in place a mechanism that promote and enables departments/divisions to repeat and share past success and encourage people to share best practices.</li>   <li>- He/she is required to lead innovation efforts and advice HOD</li>   <li>- Working closely with the Skills development division, to institute mechanisms of producing relevant skills for the economy</li> </ul>	<ul style="list-style-type: none"> <li>- Master in Human Resource Management Public Policy, Public administration Psychology, education or MBA plus 3 years of relevant experience in quality assurance, training, or teaching</li>   <li>- Demonstrable experience in coordinating and planning trainings</li> </ul>	<p>1</p>
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	<ul style="list-style-type: none"> <li>- Develop partnerships both in Rwanda and abroad with a view to increase opportunities of learning, skills transfer and income generation</li> <li>- Agree with employers and expatriates on how they intend to monitor skills knowledge transfer both before and during employment of an expatriate both within private and public sector programs.</li> </ul>		
<p>RDB/HID/04. <b>Senior Officer Training &amp; Development</b></p>	<ul style="list-style-type: none"> <li>-He/she plays a leadership role and ensures RDB maximizes the returns on investment of knowledge-people, processes and intellectual capital both within RDB and its partners</li> <li>-Will put in place a mechanism that promote and enables departments/divisions to repeat and share past success and encourage people to share best practices.</li> <li>-In close collaboration with division manager, he or she will initiate capacity building marketing strategies and identify activities to be implemented by department</li> <li>-Manage outsourced trainers as well as to monitor if contractual obligations are followed and met.</li> <li>- Work with Civil society organisations with a view to implement partnerships and support.</li> <li>- Provide quarterly written reports on how HCID is achieving its goals, outlining challenges, proposing solutions or how these problems can be clearly resolved.</li> <li>-Develop partnerships both in Rwanda and abroad with a view to increase opportunities of learning, skills transfer and income generation</li> </ul>	<ul style="list-style-type: none"> <li>- Bachelors degree in Human Resource Management, education or closely related field, Psychology plus at least three 4 years of increasingly responsible experience in coordinating and planning trainings;</li> <li>- A postgraduate qualification will be an added advantage</li> <li>- Demonstrable experience in organising trainings and carrying out training needs assessment</li> <li>- Fluency in English or French is key</li> </ul>	1

	<p>-Agree with employers and expatriates on how they intend to monitor skills knowledge transfer both before and during employment of an expatriate both within private and public sector programs.</p>		
<p>RDB/HID/05. <b>Training &amp; Development Officer</b></p>	<ul style="list-style-type: none"> <li>- Training &amp; development officer will carry out essentially similar functions as the senior officer and will be under close supervision from the senior officer.</li> <li>-Coordinate quarterly training activities and capacity building activities organised by the department in line with skills audit reports</li> <li>-Develop such training programmes as required.</li> <li>-Report on skills development programs relevance from a point of view of the industries needs.</li> <li>- Manage outsourced trainers as well as to monitor if contractual obligations are followed and met.</li> <li>- Manage external training programmes as organised by RDB/HCID</li> <li>-Execute training programmes as instructed by his/her superior.</li> <li>-Work with Civil society organisations with a view to implement partnerships and support.</li> </ul>	<ul style="list-style-type: none"> <li>- Bachelors degree in Human Resource Management or closely related field, Psychology plus at least three 2 years of increasingly responsible experience in coordinating and planning trainings;</li> <li>- Demonstrable experience in organising trainings and carrying out training needs assessment</li> <li>- Fluency in English or French is key</li> </ul>	<p>3</p>

#### IV. INVESTMENT PROMOTION & IMPLEMENTATION DEPARTMENT

<p><b>RDB/CR/01. Registrar General</b></p>	<ul style="list-style-type: none"> <li>- Issuance of Office and administrative branch directives</li> <li>- Ensure the daily management of the Business Registration</li> <li>- Collect and centralizing information on Registration Services in form of documentation and statistics aimed at establishing a database using technological medium</li> <li>- Orient the general functions of the Business Registration</li> <li>- Advise the COO and CEO on matters related to business governance</li> <li>- Chief Insolvency Administrator, Coordinate management of the staffs</li> <li>- Coordinate all activities as provided for by different laws namely companies law, insolvency law, secured transaction law , IPR law</li> </ul>	<ul style="list-style-type: none"> <li>- Master's degree in Management, finance, Law or any other related field</li> <li>- Or a Bachelor's Degree Management, finance, Law with a sound experience in business matters.</li> <li>- At least 5 years of experience in a senior managerial position in Public administration, Management or other related fields.</li> <li>- Leadership – demonstrates the leadership behaviours/gravitas that motivate others within the business and demonstrates confidence.</li> <li>- Proactiveness: taking responsibility for pursuing challenges hindering business registration and activities related.</li> <li>- Demonstrates the leadership behaviours/gravitas that motivate others within the business and demonstrates Confidence.</li> <li>- Business knowledge – has grasp of operational and functional challenges, has Financial astuteness and understanding.</li> <li>- Collegiate - can work across other parts of the Group whilst ensuring Strand Business plan and targets are delivered.</li> <li>- Client focused – able to build positive customer relationships with personal involvement and understanding of client needs and expectations.</li> <li>- Results orientated and focused on Execution</li> </ul>	<p style="text-align: center;">1</p>
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		<ul style="list-style-type: none"> <li>- Strong organizational and analytical skills</li> <li>- Strong computer skills</li> </ul>	
<b>RDB/CR/02. Registration officer</b>	<ul style="list-style-type: none"> <li>- To implement and follow up the activities relating to the Intellectual Property Right</li> <li>- Conduct daily registration of Intellectual Property Right activities</li> <li>- Enter serial code and name in the information system</li> <li>- Issue application forms for Intellectual Property Right and other related activities</li> <li>- Receive and record forwarded applications for registration of Intellectual Property Right only</li> <li>- Prepare response drafts and submit them to Senior Registration Officer</li> <li>- Ensure that registered activities are published as</li> </ul>	<ul style="list-style-type: none"> <li>- Master or Bachelor's Degree in Management , Economics, Law or other related fields</li> <li>- At least 3 years of experience</li> <li>- Proactive who take responsibility for pursuing challenges hindering business registration and activities related</li> <li>- Demonstrates the leadership behaviours/gravitas that motivate others within the business and demonstrates confidence.</li> <li>- Business knowledge - has grasp of operational and functional challenges, has financial astuteness and understanding.</li> <li>- Collegiate - can work across other parts of the Group whilst ensuring Strand business plan and targets are delivered.</li> <li>- Client focused - able to build positive customer relationships with personal involvement and understanding of client needs and expectations.</li> <li>- Results orientated and focused on Execution</li> <li>- Strong organizational and analytical skills</li> <li>- Strong computer skills</li> </ul>	2

	<p>par requirements of the law</p> <ul style="list-style-type: none"><li>- Analyze statutes of companies in conformity with the law;</li><li>- Contribute to the setting up of the data likely to help to whom it may concern;</li><li>- Avail to users reliable and necessary information on registered Intellectual Property Right;</li><li>- Grant registration certificates.</li></ul>		
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V.OFFICE OF CHIEF OPERATING OFFICER (COO)

<p><b>RDB/COO/02.</b> <b>Unit Manager</b> (Planning)</p>	<ul style="list-style-type: none"> <li>- The manager of the planning unit will be in charge of supervising the unit staff, while leading the team to meet the unit’s mission and targets.</li> <li>- The purpose of the planning unit is to render planning and operational services that are common to more than one department. Its functions is to manage, maintain and support those services for all departments including but not limited to:</li> <li>- Coordinate and shape the overall strategic direction of RDB and enhance cooperation related to planning and economic development embracing planning, monitoring and evaluation, statistics, investment and private sector promotion;</li> <li>- Coordinate implementation and harmonization of policies and programmes related to planning, statistics, investment and private sector promotion, and research on impact of RDB activities on the Rwandan economy;</li> <li>- Develop and implement tools for strategic</li> </ul>	<ul style="list-style-type: none"> <li>- Masters Degree in Economics, Business Administration, Project Management, Economic Policy and Planning, statistics, Policy Analysis or a related field.</li> <li>- 4 years of relevant experience with at least 2 years at managerial level. Should be able to act independently in a diverse environment.</li> <li>- Strong interpersonal and communication skills, analytical skills, Leadership and people management, team-building skills, planning skills, supervisory skills, research skills, networking skills, project management and implementation skills and monitoring and evaluation</li> </ul>	<p>1</p>
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	<p>planning and monitoring.</p> <ul style="list-style-type: none"> <li>- Provide management support, monitor performance and ensure that the institutional performance evaluation management and feedback process is applied to all departments;</li> <li>- Coordinate the development and implementation of consolidated operational plans and strategies that lead to increased cooperation in departments;</li> <li>- Perform commercial analysis, identify critical issues, policy gaps, and facilitate policy implementation in priority areas/sectors across departments;</li> <li>- Develop and implement a workforce plan, lead and develop a high performing team;</li> <li>- Coordinate policy implementation and management decisions relating to the priority sectors;</li> <li>- Undertake any other duties commensurate with the post as required from time to time by the Chief Operating Officer.</li> </ul>	<p>skills, proficiency in the use of computers and English Language and experience in working with stakeholders in similar institutions will be an added advantage.</p>	
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<p><b>RDB/COO/03</b></p> <p><b>Monitoring and Evaluation Officer</b></p>	<ul style="list-style-type: none"> <li>- Monitoring and evaluation is a shared responsibility in RDB based on the principles of effectiveness and mutual accountability. Its function is to:</li> <li>- Monitor overall performance of RDB at the departmental level and progress towards results on behalf of the stakeholders;</li> <li>- Adopting M&amp;E policy and guidelines for implementing programme monitoring and mid-term evaluation criteria at the departmental level;</li> <li>- Oversight of the Monitor and evaluate framework and performance indicators of various programmes;</li> <li>- Periodically evaluate the impact of departmental work on the development of the Rwandan economy and report on it;</li> <li>- Build baseline study or a useful database to facilitate implementation of management decisions, policy and strategies;</li> <li>- Coordination of reporting of results at the</li> </ul>	<ul style="list-style-type: none"> <li>- Masters degree in Economics, Business Administration, Computer Sciences, / Statistics or related field.</li> <li>- At least 3 years in similar posts.</li> <li>- Very good command of computer particularly Excel spreadsheets and MS publisher.</li> <li>- Possess superior analytical and problem solving skills, interpretation of information and capacity to summarize.</li> <li>- Proficiency in the use of English Language.</li> </ul>	<p>1</p>
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	<p>programme level weekly, monthly, quarterly, and annually for all departments;</p> <ul style="list-style-type: none"> <li>- Conduct a workforce gap analysis and provide fundamental information to help all departments understand their current and future workforce needs;</li> <li>- Undertake any other duties commensurate with the post as required from time to time by the line manager.</li> </ul>		
<p><b>RDB/COO/01 Advisor</b></p>	<ul style="list-style-type: none"> <li>- Overall management of the COO's office and ensuring smooth running of the office.</li> <li>- Carrying out background research on new prospects of interest to the COO and presenting findings to her.</li> <li>- Producing documents, briefing papers, reports and presentations.</li> <li>- To contribute to ad hoc projects and activities where necessary.</li> <li>- To plan, organize and reschedule a complex diary, managing time effectively.</li> <li>- Assist in making a follow up of commitments made by the COO.</li> </ul>	<ul style="list-style-type: none"> <li>- Masters Degree in Business Administration, communications management, or any other related field. Bachelor's degree in a field relevant to RDB's work will be considered.</li> <li>- Demonstrate experience of working in a similar role.</li> <li>- Excellent interpersonal and communication skills, both spoken and written</li> <li>- IT literacy; experience of</li> </ul>	<p>1</p>

	<ul style="list-style-type: none"> <li>- Organizing and attending meetings and ensuring the COO is well-prepared for meetings.</li> <li>- To be the focal point of contact and liaison between the COO and internal and external contacts.</li> <li>- To manage COO's email account and office correspondence. This involves exercising initiative in responding to day to day emails.</li> <li>- Work closely with administrative assistant to ensure all relevant paperwork is available for meetings/conferences ahead of time.</li> <li>- Make follow-up on departmental weekly reports and ensure that staff carry out their activities efficiently.</li> <li>- Standing in for COO, making decisions and delegating work to others on behalf of the COO in her absence.</li> <li>- Undertake any other duties as requested by the COO.</li> </ul>	<p>word, excel, PowerPoint, access database software etc.</p> <ul style="list-style-type: none"> <li>- High sense of organization and time management.</li> </ul>	
<p><b>RDB/COO/04.</b> <b>Administrative assistant</b></p>	<ul style="list-style-type: none"> <li>- Provide executive support to the COO.</li> <li>- Managing and Maintaining the COO's diary and email account.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum a Bachelor degree or an equivalent degree in business Management or secretarial studies. Advanced</li> </ul>	<p>1</p>

	<ul style="list-style-type: none"> <li>- Filtering emails, highlighting urgent correspondence and relevant documentation.</li> <li>- Plan and coordinate logistics for COO's participation to internal and external events.</li> <li>- Ensuring diary commitments and travel arrangements are managed effectively including producing a daily folder with necessary papers etc.</li> <li>- Conducting weekly meetings with the COO to discuss upcoming engagements, invitations and other requests.</li> <li>- Scheduling meetings between COO and key stakeholders within and outside the office.</li> <li>- Collect and open all mail addressed to COO.</li> <li>- Draft, type and dispatch all the COO correspondence.</li> <li>- Maintain a comprehensive filing system</li> <li>- Prepare and submit a weekly report on correspondences management and follow up.</li> <li>- Perform other tasks as needed.</li> </ul>	<p>diploma will be considered.</p> <ul style="list-style-type: none"> <li>- Preferably a minimum of 2 years of relevant experience.</li> <li>- Excellent typing skills and good computer literacy, speed and accuracy essential. (Ms Office, excel, PowerPoint) etc</li> <li>- Excellent communication skills, both verbal and written.</li> <li>- Professional telephone manner</li> <li>- Ability to work under pressure and with tight deadlines</li> <li>- Flexible and mature approach with ability to work unsupervised</li> <li>- High degree of discretion, tact and sensitivity in dealing with internal and external investors and stakeholders at all level.</li> </ul>	
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Detailed job profiles can be accessed on [www.rdb.rw](http://www.rdb.rw)

**HOW TO APPLY:** Please apply (online) with full details (application letter, curriculum vitae, three current referees, criminal record report, contact details and relevant certificates). Please describe the job you are applying for and indicate its reference in the email subject line before Thursday 16<sup>th</sup> July 2010 to the following Address:

Human Resource Division Manager

Rwanda Development Board (RDB)

PO Box 6239 Kigali – Rwanda

Email: [.recruitment@rdb.rw](mailto:recruitment@rdb.rw)

Done at Kigali, June 17<sup>th</sup> 2010

**John GARA**

**CEO, RDB**