



**NATIONAL COUNCIL OF PERSONS WITH DISABILITIES**

**JOB ANNOUNCEMENT**

The National Council of Persons with Disabilities (NCPD) wishes to recruit qualified and skilled candidates on the following vacant positions:

S/N	Job position	Report to	Job profile	Job description	Number
1	Planning, Monitoring and Evaluation Officer	Executive Secretary	<p>A0 in Management, Economics, Development Studies, Project Management, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organizational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> </ul>	<ul style="list-style-type: none"> <li>- Consolidate the plans and budget preparation. Ensure that all action plan and budget under the unit are prepared in a timely manner and according to professional standards;</li> <li>- Consolidate the budget from different departments and ensure the linkage between the plans and budget and participate in the preparation of the MTEFs;</li> <li>- Deliver High Quality: Ensuring that the quality of work produced is high quality. This will involve working with other staff and ensuring that the NCPD's action plan, budget and reports are fully analysed and reported to the supervisors;</li> <li>- Consolidate reports from different units of the NCPD: The planning, Monitoring and Evaluation officer should make sure that the reports such as NCPD and partners activities, and performance contract reports are well prepared and submitted;</li> <li>- Prepare and coordinate the implementation of performance contract of the NCPD;</li> <li>- Preparation of necessary M&amp;E framework to capture</li> </ul>	1

		<ul style="list-style-type: none"> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul>	<ul style="list-style-type: none"> <li>- necessary data and information from the field;</li> <li>- Design the required database for data entry &amp; keep track of filing documents;</li> <li>- Being responsible to collect, compile, check, sort and analyse qualitative and quantitative data on on-going field activities according to the reporting guidelines at National level;</li> <li>- Develop M&amp;E management tools;</li> <li>- Monitoring and Evaluation the NCPD strategic and annual plans;</li> <li>- Produce weekly, monthly, quarterly and annual activities reports;</li> <li>- Perform any duties as assigned by the supervisor.</li> </ul>	
Procurement		<p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting</p> <p><u>Key technical skills and knowledge required:</u></p> <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> <li>- Knowledge in contract drafting and negotiation;</li> <li>- Category management skills;</li> <li>- Time management skills;</li> </ul>	<ul style="list-style-type: none"> <li>- Prepare, review, update and publish annual procurement plan;</li> <li>- Prepare Terms of Reference, evaluation of bidding documents;</li> <li>- Prepare the advertisements for publication of tenders in local media where necessary;</li> <li>- Prepare and Distribute invitations to bidders;</li> <li>- Receive and safe keeping bids;</li> <li>- Publish the results of tenders;</li> <li>- Prepare reports for bids;</li> <li>- Prepare tenders notifications;</li> <li>- Prepare contracts for the successful bidder;</li> <li>- Manage all contracts related to awarded tenders;</li> <li>- Act as a secretary of internal tender committee;</li> <li>- Negotiate prices with suppliers;</li> <li>- Keep accurate records of payment and delivery of goods and services;</li> <li>- Follow up each employee's activity that requires</li> </ul>	



		<ul style="list-style-type: none"> <li>- Decision making skills;</li> <li>- Excellent communication skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French, knowledge of all is an advantage</li> </ul>	<ul style="list-style-type: none"> <li>- procurement process and remind him/her to fulfill all requirements</li> <li>- Produce weekly, monthly, quarterly and annual activities reports;</li> </ul>	
Human Resources Officer		<p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organizational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> </ul>	<ul style="list-style-type: none"> <li>- Provide support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counselling;</li> <li>- Provide advice and assistance to supervisors and staff on Human resource development;</li> <li>- Prepare, develop and implement procedures and policies on staff recruitment;</li> <li>- Liaise with a wide range of people involved in policy areas such as staff performance, and health and safety;</li> <li>- Participate in recruitment process which includes developing job descriptions and persons specifications, preparing advertisements, checking applications forms, shortlisting, interviewing and selecting candidates;</li> <li>- Develop and implement policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management;</li> <li>- Advise on pay and other remuneration issues, including promotion and benefits;</li> <li>- Administer payroll and maintaining employee records;</li> <li>- Deal with grievances and implementing disciplinary</li> </ul>	





		<ul style="list-style-type: none"> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	<ul style="list-style-type: none"> <li>- procedures;</li> <li>- Develop HR planning strategies, which consider immediate and long-term staff requirements in terms of numbers and skill levels;</li> <li>- Work closely with Training and Skills Development Officer to plan and sometimes deliver training and inductions for new staff;</li> <li>- Analyse training needs by employees in conjunction with Unit Directors;</li> <li>- Plan and conduct new employee orientation to foster positive attitude towards organization objectives;</li> <li>- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems;</li> <li>- Produce weekly, monthly, quarterly and annual activities reports;</li> <li>- Perform any other task as may be assigned</li> </ul>	
Sports and Leisure Officer		<p>A0 in Physical Education and Sport, Physiotherapy</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Communication Skills;</li> <li>- Time Management Skills;</li> <li>- Hospitality skills;</li> <li>- Team working skills</li> <li>- Judgment and decision making skills</li> <li>- Analytical and problem solving skills;</li> <li>- Very effective organizational</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that the policy aiming the promotion of sports among PWDs is accurately;</li> <li>- Ensure inclusion of special sports for people with disabilities; Coordinate, in collaboration with MINEDUC, the sports and leisure activities for PwD's in all primary, secondary schools and high learning institutions in the country;</li> <li>- Ensure the safety of users and the security and cleanliness of the leisure facilities and equipment for PwD's;</li> <li>- Provide coaching and instructions to PwD's and groups gathered in different teams and individuals using the sport and leisure facilities;</li> <li>- Assist in developing, marketing and promoting sport</li> </ul>	

		<ul style="list-style-type: none"> <li>- skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	<ul style="list-style-type: none"> <li>- and leisure facilities, programs and opportunities and contribute to the provision of out-of-school sport development programs;</li> <li>- Carry out simple maintenance tasks and help maintain the fabric and condition of sport and leisure areas and equipment;</li> <li>- Undertake lifeguard duty to the teams;</li> <li>- Control the use of facilities and as necessary direct the activities of users to prevent injury and damage to facilities and equipment;</li> <li>- Prepare sport and leisure areas for use including assembling and dismantling equipment;</li> <li>- Make appropriate sport activities plan among the NCPD staff;</li> <li>- Produce weekly, monthly, quarterly and annual activities reports;</li> <li>- Perform any other task as may be assigned.</li> </ul>	
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Interested candidates in the above vacant positions are required to apply through Rwanda Civil Service Recruitment portal hosted by MIFOTRA. The deadline for application is 02/03/2018.

Done at Kigali, 23/02/2018



**NDAYISABA Emmanuel**  
Executive Secretary

