

JOB ADVERTISEMENT

BACKGROUND

The Rwanda Utilities Regulatory Authority (RURA) is a multi-sector regulator with the mandate to regulate certain public utilities including ICTs, Energy, Water, Sanitation and Transport.

To fulfill its mission, RURA wishes to recruit competent and skilled staff to fill in the following positions:

| |
|---|
| MEDIA AND CONSUMER AFFAIRS DEPARTMENT |
| 1. Director of Media Regulation and Public Relations (1) |
| <p>JOB DETAILS: Title: Director of Media Regulation and Public Relations Reporting to: Head of Media and Consumer Affairs Department Level: 3:II</p> <p>Qualification: Masters in Communication, Political Science, Public Relations, Journalism, Marketing or other relevant field with 2 years working experience; Or A0 in Communication, Political Science, Public Relations, Journalism, Marketing, Social Sciences other relevant field with 3 year working experience</p> <p>Competences:</p> <ul style="list-style-type: none"> ▪ Proven experience as public relations executive or similar role ▪ Proven track record designing and executing successful public relations campaigns at both a local, national and international level ▪ Strong relationships with both local and national business and industry media outlets ▪ Solid knowledge of social media (blogs, Facebook, Twitter, etc.) ▪ Excellent communication and presentation skills; comfortable as a public speaker ▪ Ability to build strong relationships with key people or organizations ▪ A creative mind partnered with the ability to find the best practical solutions ▪ Exceptional writing and editing skills ▪ Event planning experience |
| Key responsibilities: |

- Ensure the full implementation of media related laws, policies and regulations;
- Coordinate the process of developing guidelines/regulations aiming at promoting competitiveness, professionalism and good reputation in media sectors
- Ensure good collaboration with Self regulatory Body and Propose advises to it when is necessary in accordance with media law and Prime Minister's Order ;
- Putting in place Mechanisms that guaranties regular consultations/meetings with Self Regulatory Body and other media stakeholders
- Initiate and coordinate the implementation of mechanisms aiming at monitoring and analyze Broadcasting medias' performance;
- Supervise and evaluate the staff of the unit as well as reviewing their performance;
- Prepare periodic reports, action plan, procurement plan and capacity building of the unit;
- Develop effective PR plans using appropriate strategies and tactics
- Coordinate all public relations activities
- Organize and coordinate different PR activities to ensure maximum benefits
- Use a variety of channels (TV, press, internet etc.) to maximize institution's exposure
- Liaise with marketing professionals to ensure consistency in promoting corporate image
- Arrange for interviews or public speaking events and construct press releases
- Advise the institution on handling sensitive public issues to preserve reputation
- Assess opportunities for sponsorships and other partnerships and manage relations
- Analyze results of PR campaigns or efforts and prepare reports
- Assist the Spokesperson in managing media inquiries and interview requests
- Create content for press releases, byline articles and keynote presentations
- Monitor, analyze, communicate PR results on a quarterly basis and prepare reports.

2. Social Media Officer (1)

JOB DETAILS:

Title: Social Media Officer

Reporting to: Director of Media Regulation and Public Relations

Level: 4:II

Qualification: Masters in Communication, Public Relations, Journalism, Law, Multimedia, Political Science, Social Science, IT or other relevant field or A0 in Communication, Public Relations, Journalism, Law with 2 year working Experience other relevant field.

Required competences:

- Be thorough and observant in order to detect threats, opportunities, and trends
- Have discretion and good judgment in order to analyze and react to comments, feedback, crisis situations.
- Proactive, efficient and independent
- Empathy: know the characteristics of the users and have the ability to understand what they need and their point of view in order to engage via various social media platforms.
- Good team working skills

- Demonstrates winning Social Customer Service techniques. Possesses great ability to identify potential negative or crisis situation and apply conflict resolution principles to mitigate issues.
- Displays ability to effectively communicate information and ideas in written and video format.
- Display in-depth knowledge and understanding of Social Media platforms, their respective participants (Facebook, Twitter, Yelp, Google+, YouTube, Instagram, Pinterest etc.) and how each platform can be deployed in different scenarios.
- Proficient in content marketing and application. Experience in sourcing and managing content development and publishing.

Key responsibilities:

- Manage RURA presence and engagement with clients (operators and consumers) via social networking platforms such as Facebook, Twitter, etc.
- Curate relevant content to reach RURA’s customers;
- Create, curate, and manage all published content (images, video and written);
- Develop and expand community and/or blogger outreach efforts
- Design, create and manage promotions and Social ad campaigns;
- Become an advocate for the Authority in Social Media spaces, engaging in dialogues and answering questions;
- Develop a strategy and implement a proactive process for capturing customer online reviews. Monitor online ratings and respond accordingly;
- Monitor trends in Social Media tools, applications, channels, design and strategy;
- Write editorial content;
- Create and upload videos;
- Create and maintain a social media editorial calendar and posting schedule;
- Using web content management systems to analyze website usage statistics
- Writing reports for senior managers, clients and partnership organizations • Setting permissions for site users.
- Perform any other duties as may be requested by the Supervisor

ENERGY WATER AND SANITATION REGULATION DEPARTMENT

3. Technical Compliance & Monitoring Officer (1)

JOB DETAILS:

Title: Technical Compliance & Monitoring Officer

Reporting to: Director of Electricity and Renewable Energy

Level: 4: II

Qualification: Masters in Electrical Engineering or A0 in Electrical Engineering, Mechanical Engineering, Electromechanical Engineering or other relevant field with 2 year working experience

Key responsibilities:

- In close collaboration with the officer in charge of licensing and enforcement, assess all applications for and draft/review of licenses/permits, regulations and guidelines pertaining to

the electricity sub-sector

- Monitor and prepare quarterly technical reports on the performance of the power plants and transmission networks;
- Draft and review technical regulatory instruments pertaining to power generation and transmission systems;
- Conduct regular field inspections on the compliance of licensed operators to applicable regulations and standards and advise on enforcement mechanisms;
- Monitor the compliance of licensed operators to the Grid Code and advise on enforcement mechanisms;
- Contribute to the regular review of the Grid Code;
- Collaborate with the Rwanda Standards Board and other stakeholders in the development and approval of relevant standards relating to power generation and transmission systems;
- Develop appropriate mechanisms to ensure good quality and continuity of services in power generation and transmission systems;
- In close collaboration with the officer in charge of tariff monitoring and market analysis, contribute to the elaboration, review and update the feed-in and wheeling tariffs;
- Contribute to the elaboration of the unit's action plan and related budget;
- Carry out any other task entrusted to him/her by the Supervisors.

4. Projects Monitoring Officer (1)

JOB DETAILS:

Title: Projects Monitoring Officer

Reporting to: Director of Electricity and Renewable Energy

Level: 4:II

Qualification: Masters in Electrical Engineering or A0 in Electrical Engineering, Mechanical Engineering, Electromechanical Engineering or other relevant field with 2 year working experience

Key responsibilities:

- In close collaboration with the officer in charge of licensing and enforcement, assess all applications for and draft/review of licenses/permits, regulations and guidelines pertaining to the electricity sub-sector
- Conduct regular field visits to license applicants to evaluate the status of their projects;
- Keep updated database and information on completed, ongoing and planned projects (generation, transmission and distribution) and prepare quarterly status reports;
- Monitor the technical compliance of the licensed projects to applicable regulations and standards and advise on enforcement mechanisms;
- Contribute to the elaboration of the Unit's action plan and related budget;
- Carry out any other task entrusted to him/her by the Supervisors.

5. Power Distribution and Quality of Service Officer (1)

JOB DETAILS:

Title: Power Distribution and Quality of Service Officer

Reporting to: Director of Electricity and Renewable Energy

Level: 4:II

Qualification: Masters in Electrical Engineering or A0 in Electrical Engineering, Mechanical Engineering, Electromechanical Engineering or other relevant field with 2 year working experience

Key responsibilities:

- In close collaboration with the officer in charge of licensing and enforcement, assess all applications for and draft/review of licenses/permits, regulations and guidelines pertaining to the electricity sub-sector
- In close collaboration with the officer in charge of licensing and enforcement , analyze and process all applications for electrical installation permits;
- Supervise the examination to applicants for electrical installation permits and make timely recommendations;;
- Keep an updated data base of all electrical installation permit holders, monitor the their performance and advise on enforcement mechanisms;
- Contribute to the handling of electricity consumers’ complaints;
- Conduct regular field inspections on the quality of electricity supply and services offered to electricity consumers;
- Prepare quarterly technical reports on the performance of the distribution system;
- In close collaboration with the officer in charge of tariff monitoring and market analysis, keep an updated database of electricity customers according to their categories;
- In close collaboration with officer in charge of licensing and enforcement, draft and review technical regulatory instruments pertaining to power distribution and quality of electricity;
- Collaborate with the Rwanda Standards Board and other stakeholders in the development and approval of relevant standards in power distribution system ;
- Contribute to the development of mechanisms to ensure good quality of electricity supply and continuity of services to electricity customers;
- Contribute to the elaboration of the unit’s action plan and related budget;
- Carry out any other task entrusted to him/her by the Supervisors.

6. Officer in charge of Renewable Energy Regulation (1)

JOB DETAILS:

Title: Officer in charge of Renewable Energy Regulation

Reporting to: Director of Electricity and Renewable Energy

Level: 4:II

Qualification: Masters in Renewable energy or Electrical Engineering or A0 in Renewable Energy or Electrical Engineering, Mechanical Engineering, Electromechanical Engineering or other relevant field with 2 year working experience

Key responsibilities:

- In close collaboration with the officer in charge of licensing and enforcement, assess all applications for and draft/review of licenses/permits, regulations and guidelines pertaining to the renewable energy and energy efficiency& conservation;

- Contribute to the elaboration of Laws and Policies pertaining to renewable energy sub-sector;
- Draft all required technical regulatory tools (guidelines and/or regulations) relating to the renewable energy sub-sector and to energy efficiency and conservation
- Develop all required regulatory instruments relating to the integration of renewable energy into the power grid (net-metering, smart grid, etc);
- Conduct regular field visits to operators involved in the renewable energy sub-sector and follow up on the implementation of the renewable energy policy relating to rural electrification, especially with solar power;
- Keep updated database and information on the roll-out of solar energy systems in the country
- Assess operational reports from the renewable energy service providers;
- Collaborate with the Rwanda Standards Board and other stakeholders in the establishment of relevant standards for the renewable energy, energy efficiency and conservation
- In close collaboration with the officer in charge of tariff and market analysis, contribute to the elaboration, review and update the Renewable Energy Feed-in tariffs;
- Contribute to the elaboration of the unit's action plan and related budget;
- Carry out any other task entrusted to him/her by the supervisors.

7. Officer in charge of Downstream and Petroleum Monitoring (2)

JOB DETAILS:

Title: Officers in charge of Downstream and Petroleum Monitoring

Reporting to: Director of Petroleum and Downstream

Level: 4: II

Qualification: Masters or Equivalent in Petroleum Engineering, Chemical Engineering, Industrial Engineering or Mechanical Engineering or other relevant fields working experience or A0 in Petroleum Engineering, Chemical Engineering or Mechanical Engineering or other relevant fields with 2 working experience

Key responsibilities:

- In close collaboration with the officer in charge of licensing and enforcement, assess all applications for and draft/review of licenses/permits, regulations and guidelines pertaining to downstream petroleum sub-sector;
- Prepare the Licenses/permits or authorizations' technical specifications relating to petroleum bulk storage facilities, petroleum transportation, petrol service stations and petroleum products processing plants;
- Develop regulatory tools for the construction, installation and operations of petroleum facilities (fuel depots, petrol stations, pipelines, etc);
- Analyze technical reports from downstream petroleum operators (fuel depots and service stations, etc)
- Assess applications for new downstream petroleum projects (fuel depots, petrol stations, etc)
- Develop a reporting framework/template and conduct regular inspections to downstream petroleum infrastructure and advise on enforcement mechanisms;
- Collaborate with the Rwanda Standards Board and other concerned stakeholders in the

establishment of relevant standards/norms relating to the downstream petroleum industry (petrol service stations, fuel depots, pipelines, etc)

- Prepare updated database of all downstream petroleum operators and infrastructures in the country;
- Follow-up on the implementation of petrol service station mapping plan and prepare timely recommendations;
- Draft the EHS guidelines and operational procedures pertaining to downstream petroleum activities (petrol service stations, fuel depots, etc);
- Contribute to the elaboration of the unit's action plan and related budget
- Carry out any other tasks entrusted to him/her by the supervisors.

8. Officer in charge of Liquefied Petroleum Gas (LPG) Regulation (2)

JOB DETAILS:

Title: Officers in charge of Liquefied Petroleum Gas (LPG) Regulation

Reporting to: Level: 4: II

Qualification: Masters or Equivalent in Petroleum Engineering, Chemical Engineering, Industrial Engineering or Mechanical Engineering or other relevant fields working experience or A0 in Petroleum Engineering, Chemical Engineering or Mechanical Engineering or other relevant fields with 2 working experience

Key responsibilities:

- In close collaboration with the officer in charge of licensing and enforcement, assess all applications for and draft and/or review of licenses/permits, regulations and guidelines pertaining to LPG operations
- Collaborate with the Rwanda Standards Board and other concerned stakeholders in the establishment of relevant standards/norms relating to the Liquefied Petroleum Gas LPG infrastructures (filling plants, bulk storage facilities, Bulk transportation transportation);
- Prepare the Licenses/permits or authorizations' technical specifications relating to LPG infrastructures (filling plants, bulk storage facilities, Bulk transportation);
- Develop regulatory tools for the construction, installation and operations of LPG related facilities;
- Prepare a reporting template and conduct regular inspections to LPG infrastructures and advise on enforcement mechanisms;
- Analyze technical reports from LPG operators and assess applications for new LPG projects;
- Prepare updated database of all LPG operators and infrastructures in the country;
- Develop the LPG Cylinder Exchange Pool programme, its related regulations/guidelines and monitor the programme's implementation and regulatory compliance;
- Draft the EHS guidelines and operational procedures pertaining to LPG sub-sector
- Contribute to the elaboration of the unit's action plan and related budget
- Carry out any other tasks entrusted to him/her by the supervisors.

ICT REGULATION DEPARTMENT

9. Scarce Resources Monitoring Officers (2)

JOB DETAILS:

Title: Scarce Resources Monitoring Officer

Reporting to: Director Spectrum Management and Monitoring in the ICT Department.

Level: 4:II

Qualification: Masters in Computer Science, Computer Engineering, Electronic Engineering, Telecommunication, Electromechanical Engineering, or A0 in Computer Engineering, Electronic Engineering, Telecommunication, Electromechanical Engineering with two years working experience.

Key responsibilities:

- Inspecting base stations to determine compliance with licenses and taking enforcement action when necessary;
- Undertaking a comprehensive Rwandan frequency spectrum audit using the Spectrum Monitoring System (SMS);
- Carrying out RF exposure measurements in public areas around transmitters to determine compliance with international health and safety limits;
- Identifying unlicensed Frequency usage and provide recommendation to the Legal unit for enforcement;
- Investigating, reporting and proposing the solutions on cases of frequency interference
- Carrying out campaigns targeting specific frequency bands, to improve regulation and compliance of previously lightly regulated or unregulated bands;
- Operation and maintenance of spectrum monitoring system including National Spectrum Control Centre (NSCC), Fixed, Transportable, Mobile and Portable Monitoring Stations (FMS, TMS, MMS, PMS) and related test equipment;
- Operation and maintenance of HF system;
- Do any other job assigned by the management

INNOVATION AND CYBERSECURITY DEPARTMENT

10. Cyber Security Officer (1)

JOB DETAILS:

Title: Cyber Security Officer

Reporting to: Director Technology Development and Services.

Level: 4:II

Qualification: Bachelor's degree, Masters in Computer Science, Computer Information Systems, Management Information System or other related field required.

- Certificates in information Security such as CISSP (certificate information security professional),

CISM (certificate information system management will be an added value

- Working knowledge of ISO 27001, Data protection and other regulatory environments.
- Significant Experience in large, complex Environment with primary focus of activities in information security, with at least two years in a direct role with information security specialization in information security or forensics preferred
- Ability to lead the development /adoption and collaboratively enforce comprehensive information security policies, policies and standards.
- Broad and current understanding of security risks and controls
- Demonstrate experience of working closely with IT/IS functions to establish pragmatic/optimum security infrastructure solutions to identified risks
- Proficient in taking complex /technical subject matter and refining /presenting to the business at any level so to result in understanding and appreciation.

Key responsibilities:

- Develop guidelines for cyber security and internet content regulation
- Coordinate all activities related to the implement and regulation of PKI in Rwanda
- Prepare technical specifications regarding certification authority and enforcement of the regulation to be included into license
- Take part in the development of regulation and guidelines for public key infrastructure(PKI)
- Develop the technical framework of complex electronic business systems and automated business transactions.
- Develop guidelines to increase protection of National information infrastructure
- In collaboration with other entities in charge of Cyber security at national, regional and global level, carry out research and study on cyber security issues with the objectives of increasing resilience of national ICT Infrastructure against adversaries.
- In consultation with ICT industries propose practical solutions to be implemented by service providers in order to improve national and private information security.
- Provide annual report and budget
- Perform any other duty as assigned by the supervisor

11. Systems Analyst (1)

JOB DETAILS:

Title: Systems Analyst.

Reporting to: Director of Information Systems.

Level: 4:II

Qualification: Bachelor's Degree in Science in Information Technology, Computer Science, Computer Engineering, Electronic Engineering, Information/Software Engineering, The Information technology management for business or other similar field with Certifications in MCSD or MCTS (MC Technology Specialist) or Zend Certification or Sun Certified Java Developers or Sun Certified Web Component Developer, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP or such certifications is an advantage with 3 years working :

- Experience designing and developing software applications.
- Experience involving the analysis, design, programming, development, modification, testing

and implementation of computer systems, programs, and software applications.

- Programming experience in Java, Python or C#, including experience with XML and Javascript.
- XML transformation experience.
- Experience in working on complex web applications.
- Progressive work experience in designing, developing, coding and maintaining data-driven applications.

Key responsibilities:

- Review, analyze, design and/or develop programs and applications with the aim of improving business efficiency and productivity;
- Work closely with the third party developing applications for RURA during both the reporting and implementation phases;
- Modify, develop and implement software-programming applications and software products;
- Conduct Joint-Application Design (JAD) sessions with end-users and develop system requirements for applications to be used by RURA;
- Perform systems and applications testing using known standards of Software Development Life Cycle (SDLC);
- Convert project specifications and procedures into detailed logical flow charts for coding into computer language;
- Provide IT basic trainings if necessary for RURA staff;
- Provide technical supports and upgrades for existing applications business-logic and front-end tiers;
- Perform applications interconnection and inter-operation from 2nd layer of SDLC to meet current business needs and practices regardless their different programming languages;
- Customize the application development platforms and Enterprises Resource planning where deemed required;
- Enforce applications security measures and implement software applications policies;
- Oversee the installation and documentation of new applications;
- To liaise with DBA/DBD to make sure applications are performing their expected procedures;
- Act as liaison between the RURA and any third party developing applications for RURA;
- Mapping and documenting interfaces between legacy and new systems;
- Identifying options for potential solutions and assessing them for both technical and business suitability;
- Conducting requirements analysis and preparing specific proposals for modified or replacement systems;
- Producing project feasibility and costings report;
- Working closely with DBD/DBA, third party and variety of end users to ensure technical compatibility and users satisfaction;
- Drawing up, supervising and documenting testing schedule for any developed applications;
- Overseeing implementation of a new system including source codes migration;
- Supporting users on change control and system updates;
- Providing training and user manuals to users of a new systems;

- Assists System Administrator and Database Administrator to backup systems applications;
- Works closely with entire IS team member to get a staff-backup idea of other members' daily activities, especially with DBD/DBA;
- Performs any other related duties as assigned by the Supervisor

12. Database Developer/Administrator (1)

JOB DETAILS:

Title: Database Developer/Administrator

Reporting to: Director of Information System

Level: 4:II

Qualification: at least Bachelor's Degree in Computer Science, Computer Engineering, Data Science, Analytics, Information Engineering, Computer Engineering, Electronic Engineering or other relevant field with professional certification of MCITP-Database Developer/Database Administration Certification, Oracle RDBMS (from 10g), OCP DBA, MySQL or such certifications is an advantage with 3 years working:

- Experience developing and administering complex databases;
- Experience involving the analysis, design, programming, development, modification, testing and implementation of computer systems, databases and programs;
- Proficiency with Oracle PL/SQL databases.
- XML transformation experience.
- Experience in working on complex web and database projects
- Progressive work experience in designing, developing, coding and maintaining data-driven and Analytics applications

Key responsibilities:

- Performance, integrity and security all database management system in place;
- To be involved in the planning and development of databases, as well as troubleshooting/Maintenance of any raised issues;
- Total management of data in DBMSs;
- To ensure safe data storage, security and disaster recovery control;
- To make sure that:
- Data remains consistent across the databases;
- data is clearly defined;
- users access data concurrently, in a form that suits their needs;
- Establishing the needs of users and monitoring user access and security into data warehouse;
- Monitoring performance and managing parameters to provide fast responses to front-end users;
- Mapping out the conceptual design for planned databases;
- Considering both back-end organization of data and front-end accessibility for end-users;
- Refining the logical design so that it can be translated into a specific data model;
- Further refining the physical design to meet system storage requirements;
- Installing and testing new versions of the DBMS;

- Writing database documentation, including data standards, procedures and definitions for the data dictionary (metadata);
- Controlling access permissions and privileges;
- Developing, managing and testing back-up and recovery plans;
- Ensuring that storage and archiving procedures are functioning correctly;
- Assisting in database design;
- Updating and amending existing databases;
- Setting up and testing new database and data handling systems;
- Monitoring database efficiency;
- Communicating regularly with IS professional staff to ensure database integrity and security;
- Creating complex query definitions that allow data to be extracted;
- Training colleagues in how to input and extract data;
- assist other members of the organization, including analysts, programmers and IT managers who all require reports to collate information for planning, reference and communications purposes;
- Working to create all kind databases functional requirements;
- Designing and developing database architectures;
- To work with consultants and other members of the third party company to improve processes;
- Conduct research and make recommendations on database products, services and protocols;
- To apply needed databases integration and big data analytics activities;
- Plan and coordinate data migrations between systems;
- Develop, implement, and maintain change control and testing processes for modifications to databases;
- Development and maintenance of the database stored procedures, views and functions for hosted web applications;
- Ensure all database systems meet business and performance requirements;
- Produce ad-hoc queries and develop reports to support business needs;
- Creation and maintenance of technical documentation;
- Implementation of data dashboards to display data in differing formats;
- Work closely with entire IS team member to get a staff-backup ideas of other members' daily activities, especially with Systems Analysts;
- Performs any other related duties as assigned by the Supervisor.

LEGAL AND ECONOMIC REGULATION DEPARTMENT

13. Officer in charge of enforcement (1)

JOB DETAILS: Enforcement Officer

Title: Enforcement Officer

Reporting to : Director of Legal Services and enforcement

Level: 4:II

Qualification: Masters in Law or A0 in Law with 2 years' experience, Diploma in Legal Practice is an

added advantage

Key responsibilities:

- To Enforce the Laws and Regulations in all regulated sectors;
- To deal with disputed claims involving RURA and represent the Organization before the Court of Law and in any other legal proceeding or arbitration in which the Organization may be involved;
- To recommend actions to be taken against non-compliant operators;
- To ensure that enforcement actions decided by RURA are effectively implemented;
- To analyze periodic reports submitted by Licensees and give appropriate recommendations;
- To ensure that all licensed operators comply with their responsibilities;
- To work closely with other Departments in enforcement procedures and advise the Institution in the event of none compliance by any operator in a regulated sector;
- Carry out compliance assessment and research and submit a report to the Supervisor for appropriate action;
- To establish an effective mechanism in order to prevent anti-competitive behaviour among operators;
- To design, adopt and establish clear and comprehensive techniques for regulatory inspection in all regulated sectors towards enforcement of laws and regulations;
- Carry out any other task entrusted to him/her by supervisors.

CORPORATE SERVICES DEPARTMENT

14. Procurement Officer (1)

JOB DETAILS:

Title: Procurement officer

Reporting to: Director of Planning and Procurement

Level: 4: II

Qualification: Master in management or Bachelor Degree in Legal, economics, management, procurement management, with minimum experience of one year and above

Required competences:

- A Comprehensive knowledge on procurement regulations and process, contract negotiations and management;
- Excellent Communication, Organizational and Interpersonal Skills;
- Analytical and problem solving skills;
- Excellent judgment and decision making skills;
- Time management skills;
- High level of integrity;

- Proficiency in using computers.
- Judgment and decision making skills;
- Computer knowledge

Maximum Age: 35 years

Key responsibilities:

- Ensuring the permanent secretarial services of the tender committee meetings;
- Designing public procurement plans;
- Assisting different units in preparation of tender documents;
- Publishing and distributing tender documents;
- Receiving and keeping submitted bids in secure places,
- Participating in the opening and evaluation of bids;
- Preparing notification letters of tender awards;
- Designing the required reports on awarded tenders;
- Ensuring the filing of documents related to public procurement;
- Ensuring the monitoring of contract execution with the end user;
- Providing information and documents required by the Rwanda Public Procurement Authority.
- Ensure proper and timely reporting on procurement execution.
- Perform any other duties that may be requested by the management of RURA.

15. Customer Care/Secretaries (4)

JOB DETAILS:

Title: Customer Care/Secretaries

Reporting to: Director of Human Resources and Administration,

Department: Corporate Services

Level: 5:II

Qualification: : A0 Marketing, Communication, Public Relations, Public Administration, Law or other relevant field with proven experience in customer care with service friendly outgoing personality; or A1 in Secretarial Studies with 3 years' experience

Key responsibilities:

- Receive and orient official guests and visitors;
- Set up and maintain a systematic filing system, safe keeping of important documents and files archive up to date;
- Manage central management of telephone and official calls • Typing, filing and organizing official data and information;
- Organize and manage official correspondences and mails;
- Drafting of correspondence; • Facilitate organization of internal and external meetings, as well as workshops;
- Able to maintain strict confidentiality and interact professionally with all levels of management

and staff;

- Carry out any other task entrusted to him/her by supervisors.

16. Drivers (2)

JOB DETAILS:

Title: Driver

Reporting to: Director of Human Resources and Administration,

Department: Corporate Services Level

Level: 6:II

Qualification: Driving license with good driving record and skills in mechanics; Fluent in Kinyarwanda, basic English and French, Courtesy and Discretion.

Key responsibilities:

- Observing speed limits and obeying all road signs
- Keeping driving records (i.e. mileage, gas and fuel receipts)
- Performing simple vehicle maintenance (i.e. cleaning interior and exterior, taking vehicle for state inspections, filling tires with air, etc.)
- Informing supervisor of any vehicle problems
- To drive and manage day to day running of RURA Vehicles
- Carry out any other task entrusted to him/her by supervisors.

17. Messenger (2)

JOB DETAILS:

Title: Messenger

Reporting to: Director of Human Resources and Administration,

Department: Corporate Services

Level: 10: II

Qualification: A2 in any field

Key responsibilities:

- Determine destinations by referring to addresses on given documents
- Ensure that the delivery is done in a timely manner
- Handle packages and documents with care especially ones that are marked “fragile”
- Ensure that packages are ready for delivery by packing them in a safe manner
- Reconcile packages at recipient’s location
- Ensure the highest degree of security of Document
- Take recipient’s signature of the receipt and compare with original signature on identification Documents.
- Understand privacy rules and not tamper with package or document
- Maintain records of daily visits in the log book
- Sort deliverable items in accordance to delivery route in order to ensure maximum efficiency

- Confirm deliveries by checking into the office after each delivery
- Collect and seal outgoing mail and ensure that proper stamps are used
- Load and unload goods from trucks and delivery vans
- Plan efficient routes prior to setting out on a delivery mission
- Use telephones to deliver verbal messages
- Carry out any other task entrusted to him/her by supervisors.

REQUIRED KEY TECHNICAL SKILLS AND KNOWLEDGE:

In addition to the above qualifications required to the job position, candidates must have the following skills and knowledge;

- Computer knowledge,
- Excellent Communication, Organizational, Interpersonal Skills;
- Analytical and problem solving skills;
- Judgment and decision making skills;
- Time management skills;
- High level of integrity

HOW TO APPLY

Interested and qualified candidates are required to submit the following documents:

- An application letter
- A detailed curriculum vitae (CV)
- Copy of Certified degree certificates and any other relevant qualifications (For degrees obtained outside Rwanda, equivalence issued by Higher Education Council for authentication will be required)
- A photocopy of Identity Card
- Names and contact details (phone and email) of three referees.

The above required documents have to be submitted by email at career@rura.rw; not later than **02nd August 2017** at **05:00 pm** local time.

Interested candidates are informed that only **online applications** will be considered.

Done at Kigali, 17th July 2017

(Sé)
Patrick NYIRISHEMA
Maj
Director General