VACANCIES ANNOUNCEMENT

The Workforce Development Authority (WDA) is a legally established Government Institution under law Number 03/2009 of 27/03/2009 with a mandate of promoting, facilitating, and guiding the development and upgrading of skills and competencies of the national workforce in order to enhance competitiveness and employability through strong and dynamic TVET system. WDA seeks to recruit the following number of staff on permanent terms to fulfill its Mission.

<table>
<thead>
<tr>
<th>No</th>
<th>Job Title</th>
<th>Job Profile</th>
<th>Main Responsibilities:</th>
<th>Positions</th>
</tr>
</thead>
</table>
| 1. | Quantity Surveyor (Only this post will be on Contract terms) | Bachelors Degree in Civil Engineering or equivalent requisite qualification (3 years as quantity surveyor) | Responsible to the Director of TVET schools Development. Major responsibilities of the position:  
- Advise on cost effective design solution of projects while still achieving the required standards and quality  
- Project review and cost evaluation during building process  
- Prepare feasibility studies of project to ensure sustainability  
- Prepare tender and contract documents, including Bills of Quantities  
- Prepare and analyze costing for tenders  
- Provide cost control services during construction through project monitoring by measurement of works on site and  
- Preparation of progress report on matter relating to project finances.  
- Evaluate completed and ongoing work and arranging payments | 1 |
| 2. | **Procurement Officer** | We are looking for individuals with self drive who are result oriented, customer focused, innovative and team players possessing the following qualifications: Bachelor’s degree in procurement, Management, Finance, Economics or equivalent in related field (honors) from a recognized university/institution. CIPS professional qualification is an added advantage. There(3) years experience in procurement with a reputable organization. Should be conversant with Rwanda Government. | Responsible to the Procurement Head of Services. Major responsibilities of the position.  
- Prepare tender documents;  
- Preparation of contracts in collaboration with legal officer  
- Ensure adequate contract execution in collaboration with beneficiary unit  
- Liaising with user departments and offer appropriate guidance on procurement needs and review and advice on departmental procurement and disposal plans  
- Assist in the compilation of annual procurement and disposal plans  
- Monitoring the procurement plan against the budget  
- Receipt and safe keeping of bids and related data  
- Carry the role of Secretary of tender committee  
- Ensure value for money for goods and services from local and overseas suppliers;  
- Summarize information for making report concerning procurement.  
- Maintaining a list of pre-qualified suppliers for the whole range of the initiatives goods, services and works, including initiating the recruitment and selection of suppliers in accordance with procurement guidelines, proposing evaluation committees for Tender committee approval and communicating with suppliers in matter relating to placement of orders and responding to their inquiries. | 1 |
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Estates Manager</td>
<td>A degree in Civil or Higher Diploma with proven experience in estates management or other relevant field At least 3 years of experience in estates management in a reputable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Responsible to the Director of Administration and Human resources. Major responsibilities of the position: Establish baseline information on all resources / assets of WDA including major plants and equipments Conduct regular monitoring of WDA estates and equipment to ensure that they are well maintained Document regularly the condition of all resources plant and equipment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>procurement laws, regulations, guidelines and procedures. Knowledge in computer skills including but not limited to MS Word, Excel and Access. Should be conversant with guidelines, regulations and procedures that govern donor funded procurements Must be a person of high integrity, good judgment, fluent in English language or French</td>
<td>• Managing the procurement requirement, including compiling annual and quarterly reports, preparing terms of reference and scope of work for procurement requirements, preparing bid documents, issuing LPO’S, receiving and opening bids, coordinating evaluation of bids and submitting reports to the tender committee • Ensuring necessary procurement documentation including developing appropriate systems, procedures and guidelines • Submitting statutory and management reports as specified in the procurement regulations • Offering appropriate guidance to evaluation and negotiation teams • Maintains up-to-date procurement files and other records • Supervise receipt of goods purchased to ensure that they meet the required specifications. • Performs such other lawful duties as may be assigned by the supervisors</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Demonstrated organizational skills and ability to plan and coordinate own work without close supervision | • Carry out inspection of premises, and ensure that necessary repairs are timely made.  
• Liaise with the Heads of IPRCs regarding future space requirements  
• Manage infrastructure projects and supervise the work of contractors.  
• Supervise security personnel and cleaning services providers to ensure that WDA premises are clean and secure  
• To monitor utility bills (water electricity, telephone) and ensure that they are in constant supply.  
• Supervise routine duties on WDA premises including minor repairs, cleaning, minor ground maintenance and the general tidying up of the area.  
• Maintain close supervision of the entrances of the blocks, ensuring that access is restricted to WDA staff and authorized visitors,  
• Monitoring the cleaning of all communal areas, and offices of WDA maintenance by relevant contractors and reporting any problems to the Director of Administration and Human resources Management.  
• Supervise the immediate removal or cleaning of deposits, refuse, and litter from any part of WDA premises.  
• Daily inspections of communal areas and the replacement of broken or Defective items, lighting bulbs, tubes, locks etc.  
• Maintenance of lighting in communal areas including security lights on exterior areas  
• Ensure that all chutes are in good working order, adjusting doors, hoppers and unblocking as necessary. Routine inspections and maintenance of the above.  
• Supervise gardening and ground maintenance.  
• Internal decoration of properties as may be required.  
• Assist with the delivery, storage and control of stock of materials required for repairs within WDA.  
• Take steps to prevent vandalism of WDA property. |
| Fluent in English or French, knowledge of both languages will be an added advantage. Excellent computer skills | | Repair and maintenance skills. |
|   | Project proposal and funding expert | Bachelor’s Degree in Management, Economics, Business Administration or equivalent in related field. (3 years of experience) | Responsible to the Director of Project Management and planning. Major responsibilities of the position:  
- Develop and keep an updated projects baseline  
- Prepare implementation plan with funding plan for all projects under WDA;  
- Prioritize the projects under the program  
- Propose financial structuring and financing options for WDA Projects to be financially viable, covering debt-equity ratios and prospects for raising debt/equity foreign and local markets considering availability of funds from the foreign and local Markets  
- Any other lawful duty as may be assigned by the supervisor |
|---|---|---|
| 4. | Industry, Commercial collaboration, Innovation and Research Officer. | An honors degree in Social sciences, Economics, Statistics, Business Administration or a related field from recognized university/Institution At least 3 years of experience in a similar job Experience in market research in the field of TVET development will be essential Have excellent data analysis skills Excellent computer skills. | Responsible to the Director of Project Management and planning. Major responsibilities of the position:  
- Conducting research for constant quality improvement of TVET system at WDA and partner organizations  
- Keep partner organizations informed on the range of TVET products and services offered by WDA.  
- Identify research needs, prepares terms of reference and assists in hiring of consultants to undertake relevant studies  
- Take part in interpretation and analysis of research results and their dissemination to WDA and relevant stake holders  
- Provide support to consultants, missions and other interested persons in the area of research and information dissemination on TVET  
- Undertake research on the suitability and acceptability of the TVET products, services, image and any other areas as may be required by WDA  
- Undertake research on TVET activities, collect and analyze partner organizations and clients feedback and advise on the way forward and strategies to be adopted by WDA  
- Evaluate the impact of TVET services on the clients, Community and partner organizations.  
- Coordinate consultancy services, research and studies at WDA Any other lawful duty as may be assigned by the supervisor |
Interested Applicants should submit their Applications and Curriculum Vitae (CVs) detailing their academic qualifications and professional experience in the above mentioned areas.

The Applicants will be selected in accordance with procedures set out in the National Recruitment Guidelines. Applications should be addressed to the Director General, WDA. Interested individuals may obtain further information on the following website: www.wda.gov.rw, or call on Tel: (+250) 0255113365 from 08:00 am to 5:00 pm on from Monday to Thursday and from 8:00am to 12:00 noon on Friday, or send an e-mail to: info@wda.gov.rw. Candidates should forward an application letter, curriculum vitae, photocopies of academic certificates, two referees to WDA’s Head Office located at Kicukiro, Kigali or sent to the above email address not later than 10th March 2011 at 5:00 pm.

Albert NSENGIYUMVA
DIRECTOR GENERAL

WDA

| 6   | Planning Officer | Bachelor’s Degree in Management, Economics, Business Administration or equivalent in related field. (3 years of experience) | Responsible to the Director of Project Management and planning. Major responsibilities of the position:
- Prepare and coordinate WDA’s corporate plan in liaison with all the heads of Units
- Research on the implications and impact of WDA’s activities on the Rwanda Economy;
- Analyze and strengthen statistical data base of the institution in liaison with statistician,
- Analyze statistical information and provide relevant information to WDA Management and other stakeholders
- Exchange information with national and international institutions specialized in the sectors of activities in which the institution is involved.
- Provide timely and accurate performance reports to the Director General containing performance indicators, budget, plans forecasts and work developments. | 1 |