



WORKFORCE DEVELOPMENT AUTHORITY – WDA

Empowering people with employable skills and entrepreneurship capacity

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VACANCIES ANNOUNCEMENT

WDA wishes to recruit competent contractual personnel to fill vacant positions in WDA SPIU. The following are vacant positions:

N°	POSITION	DUTIES AND RESPONSIBILITIES	QUALIFICATION AND EXPERIENCE REQUIRED/JOB PROFILE
1	Single Project Implementation Unit(SPIU) Coordinator	<i>Strategic Leadership</i> <ul style="list-style-type: none">• Manage and oversee the implementation of all projects components by providing strategic leadership to ensure the achievement of projects goals and the sustainability of expected outcomes.• Manage and supervise consultants, contractors and suppliers involved in planning and delivery of all components of the projects to ensure all participants adhere to the highest quality standards and work towards meeting annual targets and outcomes. This includes preparation of terms of reference and	<ul style="list-style-type: none">• Masters in Project management, Economics, Finance, Accounting, Business Administration, with working experience of 7 years.• Experience of 3 years at a senior management level in a comparable organization.• Technical expertise within training and education

		<p>identification of potential experts to carry out such contracted work.</p> <ul style="list-style-type: none"> • Supervise staff attached to the SPIU project, and coordinate with the Director General in charge of Cooperate affairs for the implementation of technical, financial and administrative aspects of the project respectively. • Provide technical guidance and support to members of the SPIU project team. <p><i>Project Implementation</i></p> <ul style="list-style-type: none"> • Ensure that relevant project operational manuals remain up to date at all times to assist effectively in project implementation. • Prepare the annual projects implementation plans in accordance with the principles and implementation timetable outlined in the projects Financing Agreements and Project Agreements (FAs/PAs). The annual implementation plans should delineate targets, budgets, and roles and responsibilities for the Departments and stakeholders responsible for carrying out the implementation of activities for all project components. • Submit on a timely basis the annual implementation plans for consideration and final approval by the WDA management and board. • Submit the annual implementation plans to WDA management and BoD for final approval. • Provide oversight and engage in technical interventions with experts to ensure compliance with the Environmental and Social Management Framework. <p><i>Project Supervision</i></p>	<ul style="list-style-type: none"> • Experience working with or within both the public and private sector • Staff supervisory experience and demonstrated organizational skills • Excellent computer/information systems skills and oral and written communication skills • Proven managerial ability, leadership and strategic expertise • Demonstrated diplomatic, negotiation and interpersonal skills • Experience with donors/funded projects • Ability to manage projects effectively - consistently ensuring timeliness and quality of project work.
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2.	The school construction senior engineer	<ul style="list-style-type: none"> • Develop building standards to be adopted for TVET school development to conforming to basic international acceptable benchmarks of safety and utilitarian needs. • Advise on the engagement of other supporting consultants 	The school construction senior engineer must be an appropriately qualified, experienced and authorized to practice in respect of:

		<p>(Quantity Surveyor, Electrical Engineer, Mechanical Engineer and Civil/Structural Engineer) and take for the direction and integration of their work</p> <ul style="list-style-type: none"> • Advise on Physical planning issues depending on the specific user need and resources. • Carry out an audit of entire TVET Institutions and prepare report on resource allocation and design intervention for purposes of Master planning • Manage infrastructure projects and supervise the work of contractors. • Prepare and approve designs for TVET Institutions in accordance with general engineering principals, • Determine scope, designs, prepare drawings, specifications, bidding documents, contracts, and cost estimates for TVET Institutions; • Conducts and coordinates design and construction surveying, provide construction staking; serve as Project Engineer on TVET Institutions projects. • Conduct construction inspections, review and approve contractor pay requests; review and process construction change orders. 	<ul style="list-style-type: none"> • Possessing Bachelor's Degree in Civil Engineering or Architecture, from a recognized University. A Master's or Postgraduate degree in Construction Management will be an added advantage. • At least 7 years of work experience in supervision of Civil and Construction Works on large scale and value engineering background. • Good writing, analytical, presentation and reporting skills. • Experience working with or within both the public and private sector • Experience with construction of TVET schools. • Hands on experience with multilateral and bilateral funded projects and good working knowledge of RPPA procurement guidelines. • Ability to manage construction projects effectively - consistently ensuring timeliness and quality of project work.
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3	Skills Development Fund(SDF) Specialist	<ul style="list-style-type: none"> • Direct the leadership of the SDF towards attainment of its objectives in an effective, efficient and ethical manner, leading to the development and implementation of training programs responsive to the market demands and relevant to the economic growth • Identify priorities, prepare strategies and plans for achieving SDF goals and objectives and recommend them to the SDF Grant Committee for approval through SPIU Coordinator. • Ensure SDF plans are integrated in the annual National Employment Program(NEP) Joint Performance Contract(JPC) • Ensure timely SDF Disbursements Linked Indicators implementation, verification and reporting in reference to PSG program. • Coordinate applications process and evaluation of SDF grants proposal and provide reports to the SDF Grant Committee for approval • Perform effective redressal mechanism to the complaints raised by the unsatisfied SDF applicants • Supervise the execution of training projects and other activities financed by SDF II in accordance with agreed plans and standards, • Evaluate the outputs, outcomes and impacts of SDF- financed 	<ul style="list-style-type: none"> • A Bachelor’s degree in Project Management, Economics, Business Administration, with experience of 5 years in the same field. • Masters in Project management, Economics, Business Administration with working experience of 3 years. • Experience of 3 years at a senior management level in a comparable organization. • Technical expertise within training and education • Experience working with or within both the public and private sector • Staff supervisory experience and demonstrated organizational skills • Excellent computer/information systems skills and oral and written communication skills • Proven managerial ability, leadership and strategic expertise • Demonstrated diplomatic, negotiation and interpersonal skills • Experience with donors/ funded projects
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		<p>activities,</p> <ul style="list-style-type: none"> • Ensure that SDF funds are spent properly in accordance with approved plans and ensure that expenditures are appropriate and appropriately recorded, • Prepare World Bank missions to Rwanda with regard to the assessment of the SDF progress • Evaluate the performance of staff of the SDF project and motivate their work, • Provide regular reports on SDF plans, operations and implementation to the SPIU Coordinator. 	<ul style="list-style-type: none"> • Ability to manage projects effectively - consistently ensuring timeliness and quality of project work.
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Application guidelines:

- For the additional information regarding Job Description and Qualifications required for the aforementioned positions please visit the following link: <http://www.wda.gov.rw/en/vacancies> or [www.mifotra.gov.rw /Rwanda Civil Service Recruitment Portal](http://www.mifotra.gov.rw/Rwanda%20Civil%20Service%20Recruitment) or at <http://recruitment.mifotra.gov.rw/>
- Interested candidates fulfilling the requirements **should apply using E-recruitment** as mentioned above.
- Submission deadline is

Jerome GASANA
Director General