

## WORKFORCE DEVELOPMENT AUTHORITY – WDA



*Empowering people with employable skills and entrepreneurship capacity*

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### **VACANCY ANNOUNCEMENT**

The Management of Workforce Development Authority (WDA) seeks to recruit competent personnel to fill the vacant positions (**Permanent and SPIU staff**) as follows:

<b>POSITION</b>	<b>QUALIFICATION, EXPERIENCE, KEY TECHNICAL SKILLS AND KNOWLEDGE REQUIRED</b>
Accountant (1 position) (Permanent status)	<ul style="list-style-type: none"><li>• A Bachelors Degree in Finance, Accounting, or Management with specialisation in Accounting/Finance.</li><li>• Knowledge of cost analysis techniques</li><li>• Knowledge to analyse complex financial information and produce reports</li><li>• Fluent in Kinyarwanda, English and/or French.</li><li>• Knowledge of using IFMIS would be an added advantage.</li></ul>
SPIU Coordinator (1 position) (SPIU)	<ul style="list-style-type: none"><li>• A Bachelor's degree in Project Management, Civil Engineering or Architecture, Computer Science, Information Communication and Technology, Information Technology, Economics, Business Administration, Finance with working experience of 8 years in Project Management.</li><li>• Masters in project management, Economics, Finance, Civil Engineering or Architecture, Computer Science, Information Communication and Technology, Information Technology, Business Administration with working experience of 5 years and experience with donors/ funded projects.</li><li>• Experience working with or within both the public and private sector</li><li>• Staff supervisory experience and demonstrated organizational skills</li><li>• Excellent computer/information systems skills and oral and written communication skills.</li><li>• Proven managerial ability, leadership and strategic expertise</li><li>• Demonstrated diplomatic, negotiation and interpersonal skills</li><li>• Ability to manage projects effectively - consistently ensuring timeliness and quality of project work.</li></ul>
Program Manager/TVET School Construction and Equipment  (1 position)	<p>The program manager must be an appropriately qualified, experienced and authorized to practice in respect of:</p> <ul style="list-style-type: none"><li>• Possessing Bachelor's Degree in Civil engineering or Architecture, from internationally a recognized University. A Master's Degree will be an added advantage.</li><li>• At least 7 years of work experience in supervision of civil and</li></ul>

(SPIU)	<p>construction works on large scale and value engineering background.</p> <ul style="list-style-type: none"> <li>• Good writing, analytical, presentation and reporting skills.</li> <li>• Hands on experience with multilateral and bilateral funded projects</li> <li>• Conversant with RPPA and international development partners procurement procedures and guidelines.</li> </ul>
<p>TVET School Construction Senior Engineer (SPIU)</p> <p>(2 positions)</p>	<p>The school construction engineer/Civil Engineer must be an appropriately qualified, experienced and authorized to practice in respect of:</p> <ul style="list-style-type: none"> <li>• Possessing Bachelor’s Degree in Civil Engineering from a recognized University. A Master’s or Postgraduate degree in Construction Management will be an added advantage.</li> <li>• At least 5 years of work experience in supervision of civil and construction works and structural background on large scale.</li> <li>• Good writing, analytical, presentation and reporting skills.</li> <li>• Hands-on experience with multilateral and bilateral funded projects and good working knowledge of RPPA procurement guidelines.</li> </ul>
<p>TVET Asset Management Specialist (SPIU)</p> <p>(2 positions)</p>	<p>The asset management specialist/Estates Manager must be an appropriately qualified, experienced and authorized to practice in respect of:</p> <ul style="list-style-type: none"> <li>• Possessing Bachelor’s Degree in Architecture from a recognized University, Bachelor’s Degree in Estates Management &amp; Valuation, Mechanical Engineering, Electrical engineering or Civil Engineering from a recognized University. A Master’s Degree in Construction Management will be an added advantage.</li> <li>• At least 5 years of work experience in asset management on large scale.</li> <li>• Hands-on experience with multilateral and bilateral funded projects and good working knowledge of RPPA procurement guidelines.</li> </ul>
<p>Accountant (SPIU)</p> <p>(1 position)</p>	<ul style="list-style-type: none"> <li>• A Bachelors Degree in Finance, Accounting, or Management with specialisation in Accounting/Finance.</li> <li>• Knowledge of cost analysis techniques</li> <li>• Knowledge to analyse complex financial information and produce reports</li> <li>• Fluent in Kinyarwanda, English and/or French.</li> <li>• Knowledge of NGO donor reporting requirements will be of added advantage.</li> </ul>
<p>Program Manager/ TVET Capacity Building, Resource Mobilization &amp; Investment Program</p> <p>( SPIU)</p>	<ul style="list-style-type: none"> <li>• University degree in Economics, Finance, Human Resource Management and Business Administration with working experience of 8 years in projects.</li> <li>• Master’s Degree in Economics, Finance, Human Resource Management and Business Administration with at least 5 years of extensive experience in donor funded development projects.</li> <li>• Strong analytical skills, oral and written communication and team building skills;</li> <li>• Substantial experience in leading teams of national and international</li> </ul>

	<ul style="list-style-type: none"> <li>experts;</li> <li>• Excellent working level of English language in both writing and speaking</li> <li>• Strong analytical skills, with the ability to synthesise complex information</li> </ul>
Capacity Building Specialist (SPIU)	<ul style="list-style-type: none"> <li>• Bachelors Degree in Human Resource Management, Management with specialization in Human Resource, Business Administration with specialization in Human Resource Management with 5years of working experience.</li> <li>• Masters Degree in Human Resource Management, Management with specialization in Human Resource, Business Administration with specialization in Human Resource Management.</li> <li>• Knowledge of Human Resources concepts, practices, policies and Procedures</li> <li>• Policy analysis, strategic design and report writing and communication skills.</li> <li>• Planning and organizational skills.</li> <li>• Must possess computer skills</li> </ul>
ToT Facilitation Specialist (SPIU)	<ul style="list-style-type: none"> <li>• Must possess a Bachelors Degree in Education OR Engineering with 5 years of working experience in ToT Facilitation.</li> <li>• Possessing Masters Degree in Education or Engineering with 3 years of working experience in ToT Facilitation.</li> <li>• Ability to train audiences with various levels of understanding.</li> <li>• Staff supervisory experience and demonstrated organizational skills</li> <li>• Excellent computer/information systems skills and oral and written communication skills</li> <li>• Ability to coach trainers on best practices methods and systems of quality assurance in production and service.</li> </ul>

Interested candidates should submit hard copies of; the filled PSC application form together with Curriculum Vitae (CV) detailing their academic qualifications and professional experience in the above mentioned areas, testimonials to prove their experience, photocopies of their academic certificates, transcripts and National Identity card to the **Director General of WDA** or send an e-mail to; [recruitment@wda.gov.rw](mailto:recruitment@wda.gov.rw). Note that failure to attach any of the above mentioned documents may lead to disqualification.

Interested candidates should submit their applications to WDA Offices in Remera not later than **18/01/2017**

More information may be obtained on the WDA website: [www.wda.gov.rw](http://www.wda.gov.rw).

Done at Kigali, on 09/01/ 2017

**GASANA Jerome**  
**Director General**