

REPUBLIC OF RWANDA



NATIONAL INSTITUTE OF STATISTICS OF RWANDA  
P.O Box. 6139 KIGALI

JOB OPPORTINUTY

The National Institute of Statistics of Rwanda wishes to recruit temporary staff to carry out the data entry and the codification of the 4<sup>th</sup> General Census of Population and Housing which will start on 15th August 2012. The terms of references are described as follow:

No	Job title	Duties & Responsibilities	Required Minimum Qualifications
1	Coders and Data entry clerks: 440	<ul style="list-style-type: none"><li>- Entering data of significant numbers of questionnaires on daily basis;</li><li>- Responsible of questionnaires taken from team leaders;</li><li>- Inform data entry team leader any problem related to misunderstanding questionnaire's content;</li><li>- Coding significant numbers of questionnaires on daily basis;</li><li>- Responsible of all questionnaires taken from team leaders;</li><li>- Inform codification team leader any problem related to misunderstanding questionnaire's content;</li><li>- Any other task assigned by the supervisor.</li></ul>	<ul style="list-style-type: none"><li>- Be Rwandan by nationality</li><li>- Have working experience in data entry operation in different surveys conducted around the country;</li><li>- Extensive computer skills;</li><li>- High level of integrity, strong results oriented, drive for excellence and takes initiative;</li><li>- Have a sense of responsibility;</li><li>- Have excellent oral and written communication skills in Kinyarwanda, English, French, knowledge both the languages is an added advantage;</li><li>- Hold at least a certificate of secondary school (A2 or A level);</li><li>- Ability to work in group and under pressure;</li><li>- Flexibility to work in shift that may extend to later hours in the night.</li></ul>

Application guidelines:

Interested persons meeting the above qualifications should submit the following:

- ✓ Application letter, copies of degree certificates, copy of National Identity Card and a Detailed CV;
- ✓ Proof of having experience in data entry (attestation de service rendu/ certificate of rendered service) and other documents which can demonstrate the experience;
- ✓ Submission deadline is 03<sup>rd</sup> April 2012 at 4pm at NISR office, former building-MINIPLAN-Muhima, P.O Box 6139 Kigali;
- ✓ Only short listed candidates will be contacted.

Done at Kigali on 19/03/ 2012

  
Odette MBABAZI

Deputy Director General in charge of Corporate Services

