

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 competent candidates for the following positions:

No	Job Title	Duties & Responsibilities	Required Minimum Qualifications
1.	Director of ICT Department (1)	<ul style="list-style-type: none"> To provide overall leadership of the ICT unit staff; To prepare the Unit Annual Work Program and Budget; To prepare the Unit Annual and quarterly reports; To participate in the research and development activities of the Institute; To be responsible for data processing for all surveys and censuses; To develop a network between data producers and information users that meets demand and ensures; appropriate information is available and exchanged; To design and implement the NISR strategy for development Information Systems and Technology; To ensure that NISR website and other web based communication platforms are well managed; To quality assure the production of all NISR publications and ensure timely distribution; To ensure the effective management of the NISR e-documentation Centre; To ensure effective support to all departments in ICT issues; To produce regularly progress reports to the Deputy Director General on the progress of the Unit's activities. 	<p>-Master's degree or Equivalent in Computer Sciences, Information Technology, with 2 years of relevant working experience; or Bachelor Degree (AO) in computer Science, computer application in statistics, Or other relevant field with 3 years of Practical experience in a government institution or a large organization;</p> <p>- Good Knowledge of statistical applications such as SPSS, Stata, Cespro... is an added advantage</p> <p>-Good leadership and management skills;</p> <p>-Commitment to quality and ability to think strategically;</p> <p>-Be results-oriented and demonstrate integrity</p>
2	Principal Research Statistician in Charge of Economic Censuses (1)	<ul style="list-style-type: none"> To direct and lead the work of the staff of the division; To organize economic censuses and maintain all databases for economic censuses and produce reports; To participate in the preparation of the Unit Annual Work Program, Budget and Annual Report; To develop and maintain a network between producers and economic statistics data users that meets demand and ensure appropriate information is available and exchanged; To ensure that the division undertakes sound monitoring and evaluation of all economic censuses activities; To coordinate the preparation of advocacy documents for economic censuses; To coordinate the economic census activities and the production of the economic censuses reports. To report regularly to the Director of the unit on the work 	<p>Master's degree in Statistics with 1 year f Practical experience or Bachelor degree (AO) in Statistics with 3 years of Practical experience</p> <p>The knowledge of statistical application and software (SPSS, Stata, Cespro...) will be and added advantage</p>



3	Statistician (6)	<ul style="list-style-type: none"> • To participate in the design of related surveys ; • To timely collect data; • To develop a framework for producing and monitoring related statistics; • To analyze statistical data obtained from the field; • To produce statistical reports • To work closely with relevant line ministries and institutions to harmonize data and avoid duplication; • To collaborate with relevant line ministries and institutions to establish and implement standards of data collection according to national and international norms; • To be responsible for the quality checks of all statistical data • To perform any other task as may be required by the supervisor. 	<p>Master's degree in Statistics or Bachelor degree (A0) in Statistics with 1 year of Practical experience</p> <p>The knowledge of statistical software such as SPSS, Stata,... will be and added advantage</p>
4	Public Relations & Dissemination Officer (1)	<ul style="list-style-type: none"> • To work closely with the person responsible for the NISR one stop center to prepare and promote the NISR one stop statistical center; • To prepare and implement the development of the NISR integrated communication strategy and associated budgets with a focus on mass audiences; • To participate to the public dissemination of data in partnership with MIS and SMRP Unit; • To conceptualize, plan, and execute the NISR public relations initiatives and events in conjunction with the parties involved; • To propose and manage the development of the public appearances talk show, events and engagements of the NISR in collaboration with colleagues; • To monitor and actively enhance the corporate reputation of the NISR; • To work closely with other staff in updating regularly and posting news on the electronic media such as NISR website, Facebook and Twitter pages. • To provide administrative support to the international consultants as appropriate • To report regularly to the supervisor • To perform any other task as may be required by the supervisor. 	<p>Master's degree in Communication, Public Relations, Journalism, Marketing, Social Science with 1 year working experience or A0 in Communication, Public Relations, Journalism, Marketing, Social Science with 3 years working experience</p>

Application guidelines:

Interested persons meeting the above qualifications should submit the following:

- ✓ Filled application form, copies of degree certificates, copy of National Identity Card, names of three references;
- ✓ Submission deadline is 1st November 2013 at 4pm at NISR Office, former building- MINIPLAN-MUHIMA, P.O Box 6139 Kigali;
- ✓ Applicants can download the application form from the NISR Website and apply online at info@statistics.gov.rw
- ✓ The Application Form is also available at the NISR Secretariat or/and HR offices;
- ✓ Only shortlisted candidates will be contacted

Done at Kigali on 22nd October 2013

Odette MBABAZI
Deputy Director General in charge of Corporate Services
National Institute of Statistics of Rwanda

