

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	<b>Human Resources Officer in Charge of Permanent staff (1)</b>	<ul style="list-style-type: none"> <li>To maintain, update and promote the HR Internal Policy and Procedures Manual;</li> <li>To coordinate and implement the NISR Annual Training and Development Plan for Permanent Staff;</li> <li>To maintain, update, promote and implement the NISR Performance Management System;</li> <li>To work with MIFOTRA on pay reform in relation to the NISR;</li> <li>To prepare all Permanent personnel's salaries and benefits.</li> <li>To manage the NISR Recruitment and Selection Procedures;</li> <li>To maintain Permanent personnel files;</li> <li>To do any other task as may be required by the supervisor.</li> <li>To report regularly to the Director of Administration</li> </ul>	<ul style="list-style-type: none"> <li>A master's Degree or Equivalent in Human Resources Management, Management , Public Administration or Social Sciences with 1 year of practical experience or Bachelor's Degree in Human Resources Management, Management , Public Administration or Social Sciences with 3 years of practical experience in a reputable organization</li> <li>Good Knowledge in IPPIS Software</li> <li>Good leadership and management skills;</li> <li>Ability to coach, mentor and guide staff;</li> <li>Good planning and organizational skills;</li> <li>Commitment to quality and ability to think strategically;</li> <li>Be result-oriented and demonstrate integrity</li> <li>Excellent oral and written communication skills</li> </ul>
2	<b>Administrative Assistants to the Director General and the Deputy Director General (2)</b>	<ul style="list-style-type: none"> <li>To provide high quality administrative support in all matters to the DGs;</li> <li>To facilitate decision-making within the NISR and the speedy delivery of work programs on a day-to-day basis;</li> <li>To organize meetings as directed by the DGs;</li> <li>To assist the DGs in the preparation and execution of Board of Director meetings;</li> <li>To be the first point of contact for external partners;</li> <li>To provide other ancillary duties as required by the DGs.</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's Degree (A0) in Secretarial studies, Social Sciences, Management; Or Diploma (A1) in Secretarial studies, Social Sciences, Management with 5 years of practical experience in a reputable organization</li> <li>Be result-oriented and demonstrate integrity</li> <li>Good planning and organizational skills;</li> <li>Excellent Oral and Written communication skills</li> </ul>



3	<b>One Stop Statistical Centre Officer</b>	<ul style="list-style-type: none"> <li>• To be responsible for the NISR library;</li> <li>• To archive and classify statistical documentation produced by NISR and other statistical producers;</li> <li>• To maintain the One Stop Statistical Center and be responsive from all requests from inside and outside the Institute;</li> <li>• To work closely with ICT department to harmonize the content of the One Stop Center with the online library (IMIS, DevInfo);</li> <li>• To do any other task related to the job as may be required by the supervisors.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's Degree in Communication, Mass Media, Journalism, Documentalist, Marketing with 1 year of practical experience in a reputable organization Or Bachelor Degree (A0) in Communication, Mass Media, Journalism, Documentalist, Marketing with 3 years of practical working experience in a reputable organization</li> <li>• Be result-oriented and demonstrate integrity</li> <li>• Good planning and organizational skills;</li> <li>• Excellent Oral and Written communication skills</li> </ul>
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**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 21<sup>st</sup> November 2013 at 4pm at NISR office, former building-MINIPLAN-Muhima, P.O Box 6139 Kigali;
- ✓ You can download the application form from the NISR Website
- ✓ The Application Form is also available at the NISR Central Secretariat or/and HR offices;
- ✓ Only short listed candidates will be contacted.

Done at Kigali on 13<sup>th</sup> November 2013

  
**Odette MBABAZI**  
 Deputy Director General/Corporate services

