

REPUBLIC OF RWANDA



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

RE-ADVERTISEMENT: JOB OPPORTUNITY

The National Institute of Statistics of Rwanda (NISR) seeks to hire the services of experienced and capable Monitoring and Evaluation Specialist as follows:

No	Job title	Duties & Responsibilities	Required Minimum Qualifications
3	Monitoring and Evaluation Specialist	<p>1. Scope of the assignment:</p> <p>The M&E specialist will be required to provide support in the following areas:</p> <ul style="list-style-type: none"> • Keeping track of the NSDS progress both in terms of activities, outputs and outcomes as well as financial expenditures. • Arranging annual reviews to assess progress made in implementing the NSDS • Producing planning and reporting documents for the NSDS Steering Committee/National Partnership Group as specified in the MoU governing the Basket Fund. Notably these include: <ul style="list-style-type: none"> ○ An Integrated Annual Action Plan and Budget ○ Quarterly work plans and progress reports ○ Both forward and backward looking review reports ○ Financial statements ○ Procurement Plan • Ensuring NSS activities (and related budgets) i.e. activities of NISR and those of statistics producing units in the Health, Education, Agriculture, Local Government and Macroeconomic/Finance sectors are integrated in the NISR annual work plan • Providing M&E support to these statistics-producing units in coordination, alignment of their work, and training programmes • Building the capacity of NISR Planning and M&E team. • Providing regular updates on capacity building and skills transfer; and be able to identify related challenges and issues with suggested actions to manage them. • Implementing the existing monitoring and evaluation system and suggest improvements where necessary in order to ensure a comprehensive reporting to the NSDS Steering Committee/National partnership Group. <p>2. Key deliverables:</p>	<ul style="list-style-type: none"> • Rwandan nationality • A Master’s degree in Management, Economics, Statistics, or other relevant academic field • At least 4 years relevant experience in Planning, Monitoring and Evaluation • Good communication and interpersonal skills • Experience in working with development partners including the World Bank an advantage • Fluency in English; working knowledge of French and/or Kinyarwanda an advantage • Strong analytical and report writing skills

		<p>At the end of the assignment, the M&E specialist will be expected to have generated the following deliverables:</p> <ul style="list-style-type: none"> • Established a well elaborate operational planning and M&E framework with agreed upon tools • Participating in monitoring and evaluation processes of each of the NISR projects • Well aligned budgets with strategic, annual and procurement plans • A capacity building and knowledge transfer plan; • Producing monthly, quarterly and annual reports for consumption by all NSS stakeholders indicating progress in the achievement of the indicators and targets set out in the NSDS and other M&E frameworks NISR signed up to • Ensuring that all activity reports from all financed projects are available for documentation and audit purposes; • Informing and proposing any necessary review in relation to the improvements of the implementation of the integrated work plan • Providing effective support to the NCT Project Coordinator in coordinating quality assurance processes; • NISR Planning and M&E team adequately capacitated to fully take over M&E responsibilities for the wider NSS • Facilitating documentation of the best practices and lessons learned in M & E to contribute to policy/planning evolution and capacity development; • Well established rapport with key NSS institutions and other development partners, with regard to M&E functions 	
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Application guidelines:

Interested persons meeting the above qualifications should submit their applications comprising of following:

- Letter of motivation highlighting how they meet the requirements for the post of their preference
- A Detailed CV, copies of academic qualifications, copy of National Identity Card, names of three references;

Submission deadline is 19th June 2012 at 4pm at NISR office, former building-MINIPLAN-Muhima, P.O Box 6139 Kigali. Only short-listed candidates will be contacted.

For more information, regarding specific objectives and scope of the tasks, Key deliverables, Timing, Competence and Qualifications and other requirements, please visit www.statistics.gov.rw, info@statistics.gov.rw and **DG market website**.

Done at Kigali, on 07th June 2012


Odette MBABAZI,
Deputy Director General of Corporate Services