

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 specialist as follows :

2	Procurement specialist	<p>1. Scope of the assignment:</p> <p>The Procurement Specialist is expected to:</p> <ul style="list-style-type: none"> a) Prepare adverts and place them in relevant media in accordance with the latest World Bank Procurement Guidelines for Goods and Services. b) Prepare technical specifications and terms of reference (ToRs) of goods and services to be procured in close collaboration with key stakeholders (NISR Census Team, NISR Chief Budget Manager and WB Procurement Analyst). c) Prepare tender documents and Request for Proposals (RFP) for Goods and Services to be used during the 2012 Population and Housing Census d) Participate in bids evaluation and draft the technical and financial evaluation reports. e) Draft provisional and definitive notification letters f) Process claims and advise NISR management on the appropriate course of action to take. g) Draft contracts and submit them to successful bidders for review and eventually signature. h) Get NISR DG to sign the contracts. <p>2. Specific Tasks/activities:</p> <p>The key tasks/activities for the Procurement experts are summarised below:</p> <ul style="list-style-type: none"> i) ensuring that “prior review result” from the World Bank is received for any procurement above the agreed procurement threshold. j) Ensuring all ToRs are reviewed by the World Bank 	<ul style="list-style-type: none"> • A Master’s degree in engineering, economics, finance, business administration, law or related field • At least 4 years experience in procurement field in a reputable high performing public sector organisation covering high-level complex procurement management functions; • Demonstrate extensive practical experience and skills in all aspects of international procurement of goods, works and consulting services and administration on World Bank projects with due regard to Government of Rwanda Procurement regulations; • Computer literate. Good knowledge of MS Office applications. Other software is an advantage. • Be fluent in English. Knowledge of French and Kinyarwanda is an advantage.
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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

