

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 Qualifications	Minimum
1	Director of Censuses Unit (1)	<ul style="list-style-type: none"> Supervise the preparation of the Unit Annual Work Programs, Budgets and Annual Reports To supervise, lead and coordinate the work of staff of the unit; To plan and organize all censuses; To develop and maintain a network between producers and socio-demographic and socioeconomic statistics data users and ensure appropriate information is available and exchanged; To ensure that all statistics from census are produced and published in a timely manner according to deadlines; To coordinate and supervise the elaboration and publication of NPHC thematic results reports; Develop a communication strategy for Census activities; To contribute to NISR monitoring and evaluation of GoR Policies from a demographic and social statistical perspective and provide regular Reports. 	<ul style="list-style-type: none"> Master or Equivalent in Statistics, Demography, Development Studies specializing in Population Studies, with 2 year working experience; or A0 in Statistics, Demography, Development Studies specializing in Population Studies, or other relevant field with at least three years of practical experience in a government institution or a large organization; Good leadership and management skills; Commitment to quality and ability to think strategically; Be result-oriented and demonstrate integrity 	
2	Director of Social and Demographic Statistics Unit (1)	<ul style="list-style-type: none"> To supervise the preparation of the Unit Annual Work Programs, Budgets and Annual Reports To supervise, lead and coordinate the work of staff of the unit; To be responsible for data collection and/or production of statistics in a wide range of areas such as education, health, gender, environment, labor market, living conditions, and demographic characteristics of Rwanda's population. To supervise the implementation of periodic Demographic and Health Surveys (DHS); To jointly plan and supervise the periodic Household surveys; To ensure timely production and publication of demographic and social statistics; To contribute to NISR monitoring and evaluation of GoR Policies from a demographic and social statistical perspective and provide regular Reports; 	<ul style="list-style-type: none"> Master or Equivalent in Statistics, Applied Mathematics, Demography, Development Studies specializing in Population Studies with 2 years working experience; or A0 in Statistics, Applied Mathematics, Demography, Development Studies specializing in Population Studies, or other relevant field with at least three years of practical experience in a government institution or any large organization; Good leadership and management skills; Be result-oriented and demonstrate integrity 	



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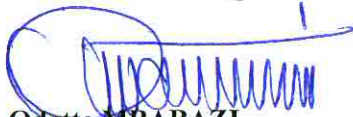
3	Director of Finance (1)	<ul style="list-style-type: none"> • To supervise the preparation of the Unit Annual Work Programs, Budgets and Annual Reports • To direct and lead the work of the staff of the Unit; • To be responsible for preparation of NISR Budget and Financial Reports; • To be responsible for liaising with Unit Heads for budget planning and execution; • To effectively and efficiently manage NSDS resources; • To report regularly to the Deputy Director General the Director General on the progress of the Unit's activities. 	<ul style="list-style-type: none"> • Master or Equivalent in Finance, Accounting, with 2 years working experience; or A0 in Public Finance, Accounting, Management, specializing in Accounting, with 3 years working experience • Accounting Professional Qualification recognized by IFAC (ACCA, CPA etc) is an added advantage • Good leadership and management skills; • Be result-oriented and demonstrate integrity
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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 26th January 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 and apply online at info@statistics.gov.rw
- ✓ 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 10th January 2013



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

