

REPUBLIC OF RWANDA



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

**JOB OPPORTINUTY/ RE-ADVERTISEMENT**

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"> <li>Supervise the preparation of the Unit Annual Work Programs, Budgets and Annual Reports</li> <li>To supervise, lead and coordinate the work of staff of the unit;</li> <li>To plan and organize all censuses;</li> <li>To develop and maintain a network between producers and socio-demographic and socioeconomic statistics data users and ensure appropriate information is available and exchanged;</li> <li>To ensure that all statistics from census are produced and published in a timely manner according to deadlines;</li> <li>To coordinate and supervise the elaboration and publication of NPHC thematic results reports;</li> <li>Develop a communication strategy for Census activities;</li> <li>To contribute to NISR monitoring and evaluation of GoR Policies from a demographic and social statistical perspective and provide regular Reports.</li> </ul>	<ul style="list-style-type: none"> <li>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;</li> <li>Good leadership and management skills;</li> <li>Commitment to quality and ability to think strategically;</li> <li>Be result-oriented and demonstrate integrity</li> </ul>	
2	Director of Social and Demographic Statistics Unit (1)	<ul style="list-style-type: none"> <li>To supervise the preparation of the Unit Annual Work Programs, Budgets and Annual Reports</li> <li>To supervise, lead and coordinate the work of staff of the unit;</li> <li>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.</li> <li>To supervise the implementation of periodic Demographic and Health Surveys (DHS);</li> <li>To jointly plan and supervise the periodic Household surveys;</li> <li>To ensure timely production and publication of demographic and social statistics;</li> <li>To contribute to NISR monitoring and evaluation of GoR Policies from a demographic and social statistical perspective and provide regular Reports;</li> </ul>	<ul style="list-style-type: none"> <li>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;</li> <li>Good leadership and management skills;</li> <li>Be result-oriented and demonstrate integrity</li> </ul>	



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3	Director of Finance (1)	<ul style="list-style-type: none"> <li>• To supervise the preparation of the Unit Annual Work Programs, Budgets and Annual Reports</li> <li>• To direct and lead the work of the staff of the Unit;</li> <li>• To be responsible for preparation of NISR Budget and Financial Reports;</li> <li>• To be responsible for liaising with Unit Heads for budget planning and execution;</li> <li>• To effectively and efficiently manage NSDS resources;</li> <li>• To report regularly to the Deputy Director General the Director General on the progress of the Unit's activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Master or Equivalent in Finance, Accounting, with 2 years related working experience; or A0 in Public Finance, Accounting, Management, specializing in Accounting, with at least three years of practical experience in a government institution or any large organization;</li> <li>• Accounting Professional Qualification recognized by IFAC (ACCA, CPA etc) is an added advantage</li> <li>• Good leadership and management skills;</li> <li>• Be result-oriented and demonstrate integrity</li> </ul>
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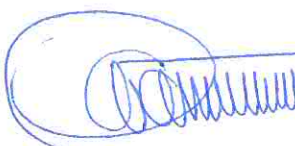

**Application guidelines:**

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 12<sup>th</sup> April 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](mailto: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.

**NB: FOR CANDIDATES WHO APPLIED IN THE FIRST ADVERTISEMENT, WE SHALL CONSIDER THEIR PREVIOUS APPLICATIONS.**

Done at Kigali on 25<sup>th</sup> March 2013



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