



Republic of Rwanda
Northern Province
Gicumbi District

JOB ANNOUNCEMENT

The Management of Gicumbi District would like to invite qualified and motivated candidates to apply for the following positions:

No	Title of Job Position	Level	Job Profile	Neede d Emplo yee
1	Advisor to the Executive Committee	3.II	Bachelor's Degree in Political Sciences, Law, International Relations, Governance, Management, Public Administration, Administrative Sciences or Bachelor of Arts with at least 3 years of working experience or Master's Degree in Political Sciences, Law, International Relations, Governance, Management, Public Administration, Administrative Sciences or Bachelor of Arts with at least 1 year of working experience.	1
2	Director of Human Resources and Administration	3.II	A0 in Human Resource Management, Public Administration, Administrative Sciences, Management with Specialization in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Public Administration, Administrative Sciences, Management with Specialization in Human Resource Management with 1 year of working experience	1
3	Director of Finance	3.II	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or Bachelor's degree in Accounting, Public Finance, Finance, or Management with specialisation in Finance with at least 3 years working experience	1
4	Director of Business Development and Employment	3.II	A0 in Economics, Agribusiness, Business Administration, Entrepreneurship, Management, Rural Development with 3 years of working experience; Or Master's Degree Economics, Agribusiness, Business	1

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			Administration, Entrepreneurship, Management, Rural Development, Labour Economics with 1 year of working experience	
5	Director of Planning, Monitoring and Evaluation	3.II	A0 in Management, Economics, Development Studies, Project Management, Business Administration, Rural Development with 3 years of working experience or Masters in Management, Economics, Development Studies, Project Management, Business Administration with 1 year of working	1
6	Legal advisor & Notary	4.III	A0 in Law	1
7	One Stop Centre Lawyer	5.II	A0 in Law.	1
8	Youth, Sports and Culture Officer	5.II	A0 in Social Works, Cultural Anthropology, Sociology, Clinical Psychology, Education Sciences, History, Physical Education and Sport, Management, Public Administration or Bachelor of Arts	1
9	Logistics and Storekeeping Officer	5.II	A0 in Store Management, Management, Finance, Economics, Public Administration, Administrative Sciences, Store management, Accounting	1
10	YEGO Center Coordinator (Under Contract)	5.II	Bachelor's Degree in Econometrics; Development Studies; Human Resource Management; Management; Project Management; Administrative Sciences and Bachelor's Degree in Public Administration	1
11	ECD Focal Point (Under Contract)	5.II	Bachelor's Degree in Early Childhood Education; Social Work; Sociology, Clinical Psychology; Education Psychology, Nursing Sciences	1
12	Administrative Assistant to the Mayor	7.II	A1 in Secretariat Studies, Office Management; Or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law	1
13	Administrative Liaison Officer	7.II	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, sociology, Social work, Law	1
14	Secretary to Finance Unit	8.II	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology and Social Work, Law,	1
15	Archivist in OSC Unit	7.II	A1 in Biblioteconomy, Library and Information Science, Secretariat Studies, Office Management or A0 in Biblioteconomy, Library and Information Science, Secretariat Studies, Office Management	1

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	Civil registration and Notary at Sector Level	6.II	A0 Law	10
17	Health and Sanitation Officer at Sector Level	6.II	A0 / A1 in Public Health, Health sciences, Community Health, Clinical Psychology, Hygiene and Sanitation, Environmental Health Sciences	7
18	Local Revenue Collection & Inspection Officer at Sector Level	6.II	A0 in Finance, Accounting, Financial Management, Business Administration, Economics	6
19	Accountant at Sector Level	6.II	A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc)	2
20	Good Governance and Specific Programs Officer	6.II	A0 / A1 Political Sciences, Governance, Public Administration, Administrative Sciences, Community Development, Development Studies, Education Sciences, Rural Development, Philosophy.	4
21	Secretary and Customer Care Assistant	9.II	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Marketing, Communication	2
22	Executive Secretary of Cell	13.VI I	A2 in Social Sciences, Arts and Sciences with 3 years of working experience.	11
23	Socio-economic Development Officer (SEDO)	14.VI II	A2 in Humanities Sciences, Education, Agriculture, Rural Development	4
24	School Construction Engineer	5.II	A0 civil Engineering, Construction, Public Works	1
	TOTAL			62

Done at Gicumbi, on 07 August 2023

NZABONIMPA Emmanuel
Mayor of Gicumbi District



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