



JOB ANNOUNCEMENT

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

N ^o	Title of Job Positions linked to the Job	Level	Superior	Job Profile	Job responsibilities	Needed Employees
1	Archivist in One Stop Center Unit	7.II		<u>Minimum Qualification:</u> A1 in Biblioeconomy, Library and Information Science, Secretariat Studies, Office Management or A0 in Biblioeconomy, Library and Information Science, Secretariat Studies, Office Management	<ul style="list-style-type: none">- File physical and electronic documents of the One Stop Centre;- Maintain an effective cataloguing and indexing of files and regularly update the OSC's database;- Classify and store other relevant documents of the OSC;- Trace and avail land files for exploitation by technicians of the OSC as need arises;- Issue land file copies to the owner whose original ones are lost in accordance with applicable laws, regulations & procedures;- Store and take care of deed plans and any other relevant documents approved by OSC.	1
2	Forest Extensionist	0.II		<u>Minimum Qualification:</u> -Diploma(A2) in Diploma Agriculture in -Diploma(A2) in Agroforestry -Diploma(A2) in Forestry	Supervise the identification and mapping of forest diseases, reforestation and forests protection needs, vulgarization and valorization of trees and forests at the sector level and advise on the preventive and reactive measures across the	2



