



Job Description For RTB-SPIU Staff

S / N	Position	Job Profile	Job Description
1	SPIU Coordinator (1)	<p>Minimum Qualification At least a master's degree in Project Management, Business Administration, Economics with 7 years relevant working experience in senior leadership position preferably in Education or TVET related Programs or a Bachelors' degree in the afore- mentioned disciplines with 10 years relevant working experience in senior leadership position preferably in Education or TVET related Programs.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Conversant with procedures used in managing Donor funded projects; - High level analytical skills - Quick Decision making - High level of reporting and presentation skills - Time management - Should be computer literate; - Should be fluent in English or French. A good command of other language is an added advantage 	<ul style="list-style-type: none"> • Fiduciary Management of day to day SPIU operations: <ul style="list-style-type: none"> • Verify and approve payments under SPIU • Supervise provision of all required information on the programs/ projects to facilitate internal and external audits of the programs/ projects • Supervise management and preservation of all records of the program and project in line with the program/ project requirements. • Supervise work with the Procurement/ Finance Unit to ensure proper storage of procurement & financial records in line with the program/ project requirements Project Design, Development and Management • Consult with the Departments/ Units at RTB to identify key priorities for funding by the programs/ projects • Takes lead in the preparation of draft programs/ project proposals under SPIU for

	<p>- Working knowledge of fiduciary operations in program/ project management (Financial Management; and Procurement)</p> <p>N.B: Proof of working experience is a must.</p>	<p>review by MINECOFIN and the concerned development partners</p> <ul style="list-style-type: none"> • Supervises preparation of quarterly/annual plans and related budgets for programs/ projects to be reviewed and approved by program/ project steering committees • Project Monitoring and Evaluation and Reporting <ul style="list-style-type: none"> • Supervises compliance of implemented activities with the Program/ Project requirements • Supervises preparation of reports (activity and financial) based on guidelines and requirements of MINECOFIN and concerned development partner. Co - manages mid - term reviews and end of project reviews conducted by the development partners Stakeholder Engagement <ul style="list-style-type: none"> • Attends all stipulated meetings articulated in the concerned credit/ grant agreements of development partners • Hosts all the concerned appraisal/ supervision missions of the development partners • Builds and strengthen partnerships with stakeholders in government and development partners as well as service providers. • Submit and present monthly, quarterly and annual projects reports for all TVET projects
--	--	--



		and Development Partners Interventions.
		<ul style="list-style-type: none"> • Coordinate TVET DPs meetings and align / harmonize their TVET Interventions
2	<p>Procurement Specialist (1)</p> <p>Minimum qualification At least CIPS, Master's Degree in Procurement, Law, Accounting, Finance, Logistics management, Supply chain management with 3 years of working experience in Procurement or;</p> <p>Bachelor's Degree in in the above-mentioned fields with 5 years of working Experience in Procurement.</p> <p>Key technical skills and knowledge required: -High analytical skills;</p> <ul style="list-style-type: none"> • Knowledge of basic business and purchasing practices; • Knowledge of state contracting law, regulations and procedures; • Knowledge of grade, qualities, suppliers and prices tenders of commodities; • Knowledge in contract drafting and negotiation; • Category management skills; • Time management skills; • Decision making skills; • Excellent communication skills; • Computer skills; • Fluent in Kinyarwanda, English and/or French. <p>N.B: Proof of working experience is a must.</p>	<p>and Development Partners Interventions.</p> <ul style="list-style-type: none"> • Coordinate TVET DPs meetings and align / harmonize their TVET Interventions • Prepare and publish the annual procurement plan for projects under SPIU; • Prepare bidding documents in collaboration with specialized beneficiary units; • Management and regular monitoring of E-procurement system; • Publish bids in the system; • Prepare notification of tender award and publish the results of the tendering process; • Prepare contracts for successful bidders, in collaboration with the Legal affairs officer and beneficiary unit; • Act as Secretary of Tender Committee; • Manage contracts, produce regular reports thereof and keep procurement proceeding records in accordance with the regulations; • Ensure adequate contract execution in collaboration with the beneficiary department; • Effective monitoring of contracts; • Support the institution by providing guidance on technical procurement matters; • Responding to procurement challenges and producing outcome reports for management;

			<ul style="list-style-type: none"> • Provide information and documents requested by Rwanda Public Procurement Authority; • Provide expertise and professional advise in all matters related to procurement and contract management • Perform any other tasks assigned by his/her supervisor.
3	Monitoring and Evaluation Specialists (2)	<p>Minimum qualification At least master's degree in Monitoring and Evaluation, Economics, project Management, Business Administration and Development studies with 3 years of working experience or Bachelor's degree in the above-mentioned fields with 5 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Coordination, Planning & Organizational Skills; • Creative, proactive, customer focussed, solutions led and outcome driven Skills; • Interpersonal Skills • Effective communication skills; • Time Management Skills; • Computer Skills; • Judgment & Decision-making skills; • High Analytical & Complex Problem solving Skills; <p>Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage N.B: Proof of working experience is a must.</p>	<ul style="list-style-type: none"> • Coordinate and supervise the development of the SPIU strategic plans, annual action plans, project development plans and M&E plans. • Coordinate and implement effective communication and data management on TVET planning, monitoring and evaluation through TVET Management Information System. • Develop and keep updating the SPIU investment plan and Medium-Term Expenditure Framework. • Coordinate institutional departments, divisions and development partners to facilitate harmonized TVET planning, monitoring and evaluation. • Provide technical assistance regarding planning, including developing result framework, M&E plans, action plans and procedural and operational manuals, to all TVET related projects. • Organize, coordinate and manage research and survey, such as Tracer Survey and

			<p>Employer Satisfaction Survey, to provide strategic recommendations towards TVET delivery improvement.</p> <ul style="list-style-type: none"> • Provide professional and technical advice to her/his supervisors. • Perform all other tasks assigned by her/his supervisors.
4	<p>Financial Specialist (1)</p>	<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • At least Master's degree in Finance, Accounting, Business Management or Management specializing in Finance or Accounting with 3 years of working experience or Bachelor's Degree in the above mentioned fields with 5 years of working experience • Professional certifications including ACCA, CPA, ACA, CIMA is an added advantage; <p>Key Competencies required</p> <ul style="list-style-type: none"> • Excellent knowledge of public financial management and accounting regulations, standards and procedures; • Demonstrated excellent skills in public sector financial management, accounting and reporting; • Excellent knowledge of the regulatory framework governing public financial management, accounting and reporting; • Demonstrated strong skills in budgeting and expenditure management and reporting; 	<ul style="list-style-type: none"> • Coordinate the development, execution and monitoring of SPIU Project budgets. • Participate in the development of key priorities and Action Plan of RTB SPIU projects; • Participate in the budget preparation process of all projects; • Coordinate the Preparation of annual, quarterly and monthly expenditure plans in collaboration with the M&E Specialist; • Monitor projects' budget execution rates and advice where need be; • Receive and check all invoices, requests and prepare payment; • Ensure timely preparation of periodic budget execution and financial statement reports; • Participate in budget revision process of projects; • Manage an effective financial management system for the SPIU and ensure that accounting and book keeping records are prepared and maintained in accordance with projects requirements as well as statutory and organization policies, chart of accounts, and related accounting standards, principles and practices.

	<ul style="list-style-type: none"> • Strong organizational, communication and managerial skills with high attention to detail; • High integrity and high professional ethical standards; • Ability to multitask and deliver in a fast paced environment; • Excellent team work, leadership and coaching skills; • Excellent command of written and spoken English; • Proficiency in French and Kinyarwanda is an added advantage; <p>N.B: Proof of working experience is a must.</p>	<p>Produce Periodic financial statements</p> <ul style="list-style-type: none"> • Prepare bank accounts reconciliation statements; • Analyse financial statements for consistency • Correct errors found in financial statements • Consolidate project reports and the accounting information and populate the reporting format as provided by the institution. • Follow up the approval of the project financial statements as per development partners reporting requirements were necessary. • Follow up replenishment of funds from the concerned development partners; • Ensure accounting coding and budgeting lines are correct: this includes verification of financial reports, expenses and supporting documents. • Facilitate process of internal and external audit of different programs and projects under the SPIU • Record all project transactions properly in IFMIS and submit the monthly project consolidated report within the stipulated deadline; <p>Coordination of pay and compensation.</p> <ul style="list-style-type: none"> • Supervise the preparation of the project budget of staff compensation; • Monitor the preparation of the salary payroll lists, fringe benefits of all concerned staff; • Receive, analyse, find or propose solutions to the employees
--	--	---



		<p>'complaints regarding remunerations.</p> <p>Transactional cash management.</p> <ul style="list-style-type: none"> • Verify staff payroll for bank transfers at the end of each month; • Ensures all invoices from external parties (contractors, suppliers, etc.) are paid in due time, by bank transfer, cheque or cash and arrange those documents sequentially by date; • Check and prepare payment documents for further processing; • Attain and record all bank transactions, maintain bank accounts, ensure monthly bank statements and account overviews. • Responsibility for the cash management: this includes regular daily cash counts, verification of balance of cash book and cash on hand, establishment and signature of cash count statements. • Prepare cash calls, face forms from donors. <p>Operational Support.</p> <ul style="list-style-type: none"> • Ensure the preparation of monthly project inventory report and monthly inventory review; • Ensure regular update and inventory of assets register for the project. • Coordinate and monitor activities of the Projects • Ensure preparation and submission of activity plans and periodic report; • Build and strengthen partnerships with service providers, and other potential partners. <p>Reporting</p>
--	--	--

		<ul style="list-style-type: none"> • Guide the identification of a development project. • Coordinate the preparation of the development project budget. • Review the development project and submit for approval • Follow up with the donors to ensure timely cash replenishment
5	<p>Human Resource and Logistics Officer (1)</p> <p>Minimum Qualification At least Master's degree in Human Resource Management, finance, accounting or logistics management with 1 years working experience or, A Bachelor's degree in the above mentioned fields with 3 years working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Deep knowledge of Rwandan public service and labour law; • Knowledge in Conflict Management; • knowledge of the regulations applying to payroll procedures; • Human resources development skills • Knowledge of human resources concepts, practices, policies, and procedures; • Problem Solving Skills; • Computer Skills; • Judgment & Decision Making Skills; • Time management Skills; • Interview Skills; • High analytical Skills; • Team working Skills; 	<ul style="list-style-type: none"> • Developing the HR strategy and annual plans for HR; • Responsible for the HR function including recruitment and selection, staffing, training and development, performance appraisal, employee relations, salary and benefits administration, • Managing the induction process for staff; • Developing the annual training and development plan for RTB and organising training courses; • Ensuring adherence of laws in accordance to the prevailing Labour and Public Service laws, Presidential Orders and regulations; • Managing organisational change; • Prepare HR statistical information for senior managers, eg number of new joiners, number of leavers and annual staff turnover, sickness absence, age profile of workforce, performance appraisal ratings; • Overseeing the preparation of all employment contracts, RAMA and social security cards;

	<ul style="list-style-type: none"> • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage <p>N.B: Proof of working experience is a must.</p>	<ul style="list-style-type: none"> • Providing senior management with HR advice; • Overseeing the administration of the payroll and staff contributions to the Social Security Fund; • Managing staff, material and financial resources of the directorate; <ul style="list-style-type: none"> • Ensure premises, assets, and communication ways are used effectively. • Provide logistics support to the RTB-SPIU within the set timelines. • Develop and execute tools and methodologies to enable effective implementation of logistic plans. • Coordinate and present logistics support to ongoing land, air, and road shipments. • Recruit and coordinate logistics staff (e.g., truck drivers) according to availabilities and requirements. • Plan and track the shipment of final products according to the requirements.
6	<p>Administrative Assistant (1)</p> <ul style="list-style-type: none"> • Minimum Qualification: At least a Bachelor's Degree in Secretarial Studies, Office Administration and Management, Public Administration, Administrative Sciences, Management or Advanced Diploma (A1) in the 	<ul style="list-style-type: none"> • Keep the diary of appointments of her/his supervisor. • Receive and orient visitors of her/his supervisor. • Prepare her/his supervisor's travels, missions and meetings logistical details.

	<p>above-mentioned fields with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Office management skills; • Resource management skills; • Analytical skills; • Problem solving skills; • Decision making skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; <p>Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.</p>	<ul style="list-style-type: none"> • Filing both electronic and hard documents in the office of her/his supervisor. • Orient correspondences and follow up on the implementation of instructions and assignments given by her/his supervisor. • Receiving text messages or telephone calls on behalf of her/his supervisor. • Proofread any documents and files addressed to her/his supervisor. • Perform any other tasks assigned by her/his supervisor
<p>7 TVET Education program manager</p>	<p>Minimum qualification</p> <p>Master's degree in Education, Educational Management, Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geo-information, Technology, Electromechanical Engineering, electrical engineering, Mechanical Engineering, Electrical Engineering, electronics and telecommunication engineering Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture with 5 years of working experience in TVET or, a Bachelor's Degree in the above-mentioned fields with 7 years of relevant working experience in TVET</p> <p>Key Technical Skills & Knowledge required:</p>	<ul style="list-style-type: none"> • Administrative project's overall budget, reviewing budget expenditures and ensuring that it is within the frame of the projects financial resources, implementing and managing an appropriate accounting system for the projects in coordination with relevant finance staff; • In collaboration with the M&E specialists, implementing and overseeing the monitoring and evaluation framework and work plan for the projects, monitoring the impact and progress of the projects and designing and implementing changes; • Establishing projects schedules, analysing business plan and needs, and prioritizing resources allocation as well as frequent monitoring to evaluate progress, identifying problems and taking appropriate and

	<ul style="list-style-type: none"> • Strong knowledge of TVET education in Rwanda; • Strong knowledge of higher education system in Rwanda • Interpersonal Skills; • Communication skills; • Negotiation Skills; • Problem solving skills; • Analytical skills; • Experience facilitating workshops, particularly for leadership skills and other soft skills; • Experience with student advising, especially for disadvantaged and refugee students; • Ability to work independently, handle a complex and high touch client group • Ability to monitor and manage a complex scope of work and contract • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. <p>N.B: Proof of working experience is a must.</p>	<p>timely action to meet desired goals;</p> <ul style="list-style-type: none"> • Ensuring the projects progress reports, final report and ad hoc and informal updates to a range of stakeholders are correct for submission through the Field Director; • Facilitating training with a clear needs assessment and focus on outcomes. • Mentors staff and selected stakeholders, with particular emphasis on Project Cycle Management techniques, the development of logical frameworks in project management and “lessons learned” in order to develop organizational capacity for running and managing the projects and ensuring their suitability; • Works within the RTB’s organizational structure and mandate to accomplish projects, including: <ul style="list-style-type: none"> ➤ Developing and maintaining productive working relationships with projects stakeholders and team members to ensure the smooth implementation of the projects and ongoing liaison with RTB; ➤ Coordinating activities with service and other departments to ensure the impact of the project on regular operations is minimized; ➤ Liaising and coordinating with the RTB and other concerned
--	--	--

			<p>departments to ensure timely implementation of construction and rehabilitation works in accordance with SPIU procedures and regulations and in compliance with donor guidelines and approved budgets;</p> <p>➤ Implements an awareness campaign, on TVET Education projects and their outcomes among beneficiaries, the Rwandan community and a wider audience through the production of videos, press statements, reports, etc.</p>
8	<p>TVET Capacity Building Specialist (1)</p>	<p>Minimum qualification At least a Master's degree in Human Resources Management, Education Management and Administration, with 3 years of working Experience in TVET or, a Bachelor's Degree in the above mentioned fields with 5 years working experience in TVET;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Knowledge of Capacity building procedures, technics and strategies; • Interpersonal Skills; • Communication skills; • Negotiation Skills; • Problem solving skills; • Analytical skills; <p>Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p> <p>N.B: Proof of working experience is a must.</p>	<ul style="list-style-type: none"> • Develop TVET staff Capacity needs assessment and develop capacity building plan, • Identify capacity gaps and propose strategies to address them • Plan, organize, and coordinate all Staff Training activities; • Liaise with TVET institutions to identify training needs and assessment • Plan, design and organize Training for Trainers career development; • Manage the development and implementation of TVET ToT strategy; • Monitor, evaluate and document training activities; • Collaborate with the different TVET development partners and stakeholders; • Submit to competent authorities for dissemination of approved ToT guidelines, procedures, manuals and



		<p>instructional materials to TVET institutions and centres</p> <ul style="list-style-type: none"> • Provide professional and technical advice to her/his supervisors. <p>Perform all other tasks assigned by her/his supervisors.</p>
9	<p>ToT & CBT/CBA Implementation Specialist (1)</p>	<p>Minimum qualification</p> <p>At least a Master's Degree in Architecture, Civil Engineering, Structural Engineering, Transport Engineering, Transport & Geoinformation Technology, Electromechanical Engineering, Electricity Engineering, Mechanical Engineering, Electrical Engineering, Electronics and telecommunication engineering, Renewable Energies, Construction, Material Sciences & Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, Agriculture, Education with 3 years of working experience in TVET or; a Bachelor's Degree in the above mentioned fields with 5 years of working experience TVET.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Efficient office & institutional management skills; • Excellent communication, organizational, interpersonal skills; • Computer knowledge (Work Processing, Power Point and Internet); • Analytical and problem solving skills;

	<ul style="list-style-type: none"> • Group dynamics or team work and time management skills; • Superior reporting & presentation skills; • Seminar & workshop organizational & facilitation skills; • Analytical and problem solving skills; • Knowledge of CBT, CBA, competence/occupation standards, the RTQF and compliance with set qualifications; • Practical knowledge of curriculum implementation & monitoring and also of the development of training/learning manuals for trainers and trainees; and of training planning (timetabling and sequencing of training); Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. <p>N.B: Proof of working experience is a must.</p>	<p>programs and activities nationwide on TVET schools</p> <ul style="list-style-type: none"> • Ensure that assessment tools and documentation are produced with quality and accuracy. • Ensure that assessment and verification process are followed accurately and effectively; • Ensure the assessment and certification statistics are well kept in appropriate format • Ensure assessment, verification and certification result are properly recorded kept • Coordinate the publication of assessment result. • Provide professional and technical advice to her/his supervisors. ▪ Provide professional and technical advice to her/his supervisors. ▪ Perform all other tasks assigned by her/his supervisors.
<p>1 TVET Infrastructure Development & Equipment Program Manager (1)</p>	<p>Minimum qualification At least a Master's degree in Civil Engineering, Building and construction technology, Architecture, Urban and regional Planning, urban design, Structural Engineering, Construction Project Management, with 5 years of working experience or a Bachelor's Degree in the above mentioned fields with 7 years of relevant working experience</p>	<ul style="list-style-type: none"> • Coordinate the Master Planning of TVET Schools infrastructure • Coordinate the construction of the new TVET Schools as well as the Expansion & Rehabilitation of Existing TVET Schools • Coordinate the provision of Training Equipment, the Setting Standards and specifications of equipment, the Development of list of training materials and the

	<p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> • Integrity; • Good knowledge of Education policies especially Education norms & standards; • Prevailing building & development standards & regulations; • Building materials supply markets local labour regimes & laws; • Building design production & construction processes; • Procurement law and practices; • Computer literacy (CAD, Ms Project, Word, Excel & Power Point); • Time management skills; • Interpersonal skills; • Team working and collaboration skills; <p>Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. N.B: Proof of working experience is a must.</p>	<p>Upgrading and maintenance of equipment.</p> <ul style="list-style-type: none"> • Implement the policy of promoting the sustainability of TVET facilities. • Advise on the engagement of other supporting consultants (Architect, Quantity Surveyor, Electrical Engineer, Mechanical Engineer and Civil/Structural Engineer) and take lead in the direction and integration of their work. • Coordinate Physical planning and provision of teaching materials as well as training equipment depending on the specific user need and resources
1	<p>TVET Construction Senior Engineer (1)</p> <p>Minimum Qualifications At least a Master's Degree in Civil Engineering, Civil Infrastructure Engineering, Geotechnical Engineering, Structural Engineering with 3 years of relevant working experience or a bachelor's degree in the above mentioned fields with 5 years of relevant working experience.</p> <p>Key technical skills and knowledge required:</p>	<ul style="list-style-type: none"> • Civil/Structural engineering calculations • Civil/Structural engineering designs, layout plans, working drawings and detailing • Civil/structural project specifications and schedules • Civil/Structural portion of projects proposals • Civil/Structural engineering portion of project cost estimates • Generate a design concept that can be realised as a building,



	<ul style="list-style-type: none"> • Deep understanding of Government policies implementation; • Deep understanding of construction material engineering; • Good understanding of construction material laboratory management; • High analytical skills; • Coordination, planning and organizational skills; • Report writing and presentation skills; • Leadership skills; • Computer literacy (CAD, Ms Project, Word, Excel & Power Point); • Interpersonal skills; • Understanding of national, regional and international contexts of construction and maintenance quality assurance; • Effective communication skills; • Administrative skills; • Time management skills; • Team working skills; <p>Fluency in Kinyarwanda, English and/ or French. Knowledge of all is an advantage</p> <p>N.B: Proof of working experience is a must.</p>	<ul style="list-style-type: none"> • Recognise the need to sustain the natural and the built environment, and the needs and aspirations of building users and the community, in the formulation of a design concept, • Comply with the law and regulations governing planning, building design, procurement and the practice of architecture • Communicate the design concept clearly, • Interpret project brief and decide design objectives and parameters with the client, • Develop a schematic design through a repetitive process of hypothesis, evaluation and re-appraisal, • Communicate the schematic design clearly, • Agree on the schematic design with the client and interested parties, • Investigate and analyse detailed requirements for organisation of spaces, areas and circulation within and around a building (s), • Consider options and decide the disposition and assembly of the structural system, construction elements, materials and building components, • Establish requirements for building service systems, • Progressively finalise all decisions relating to the assessment of specialist information, design detail, material choice and building
--	--	---

		<p>costs and management strategies,</p> <ul style="list-style-type: none"> • Communicate the detailed design clearly, • Negotiate and agree the detailed design proposal with the client and other interested parties, • Prepare for start of construction documentation, • Resolve, in detail, all components of the design in order to prepare instructions for their construction or supply, • Establish a documentation process, • Prepare architectural drawings with regard to the location, extent of building elements, components, finishes, fittings and systems, • Prepare architectural specifications and schedules, • Co-ordinate the documentation of the project, • Agree on the documentation with the client and other interested parties,
<p>1 TVET Asset & Training Equipment Specialist (1)</p>	<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • At least a Master's Degree in Electromechanical Engineering, Mechanical Engineering, Electrical Engineering, Automation and Control, Process Engineering, Machinery Process and Systems, Information & Communication Technology, with 3 years of relevant working experience. or; a Bachelor's Degree in the above-mentioned fields with 5 	<ul style="list-style-type: none"> • Collaborate with the unit of Curriculum development to develop Standards Training Equipment Lists related to different training programs. • Coordinate the development of technical Specifications of training Materials, training equipment and consumables required for effective delivery of training in TVET schools.

	<p>years of relevant working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> • Deep understanding of Government policies implementation; • High analytical skills; • Coordination, planning and organizational skills; • Report writing and presentation skills; • Leadership skills; • Computer Literacy ; • Interpersonal skills; • Effective communication skills; • Administrative skills; • Time management skills; • Team working skills; <p>Fluency in Kinyarwanda, English and/ or French. Knowledge of all is an advantage</p> <p>N.B: Proof of working experience is a must.</p>	<ul style="list-style-type: none"> • Disseminate the developed technical specifications to different TVET schools. • Follow up the supply of training materials and equipment from the manufacturer /Supplier to the concerned Schools, ensure they are in compliance with standards, supervise their installation, organize training of the end users of the equipment, provide instructions for maintenance and advise on life cycle of supplied training equipment. • Keep database of standard equipment and Training materials in line with the scope of modern technology and industrial development. • Update the list of training equipment and materials to be exempted from taxes. • Establish baseline information on all resources / assets including major plants and equipment; • Ensure that necessary repairs are timely made; • Plan for and Ensure maintenance of equipment, furniture and generators; • Regularly check the equipment and tools status for any damage; • Identify spares and safety equipment and advise on their quality and standard for procurement;
--	--	---

			<ul style="list-style-type: none"> • Provide electrical and mechanic drawings and BoQ for proposed new construction and rehabilitation works; • Ensure safety and health conditions for buildings and equipment; • Plan for required materials, tools and equipment with specifications for maintenance purpose; • Carry out any other task assigned by her/his supervisor
1	TVET Infrastructure Development Specialist (1)	<p>Minimum qualification At least a Master's Degree in Civil Engineering, Architecture, Urban Planning, Structural Engineering with 3 years of relevant working experience or a Bachelor's Degree in the above mentioned fields with 5 years of relevant working experience.</p> <p>Key Technical Skills and Knowledge required:</p> <ul style="list-style-type: none"> • Integrity; • Good knowledge of Education policies especially Education norms & standards; • Knowledge of prevailing building & development standards & regulations; • Knowledge of building materials supply markets local labour regimes & laws; • Knowledge of Building design production & construction processes; • Procurement law and practices; 	<ul style="list-style-type: none"> • Assist the supervisor in Master Planning of TVET Schools infrastructure • Supervise the construction of the new TVET Schools as well as the Expansion & Rehabilitation of Existing TVET Schools • Assist the supervisor in the provision of Training Equipment, the Setting Standards and specifications of equipment, the Development of list of training materials and the Upgrading and maintenance of equipment. • Implement the policy of promoting the sustainability of TVET facilities. • Advise on the engagement of other supporting consultants (Architect, Quantity Surveyor, Electrical Engineer, Mechanical Engineer and Civil/Structural Engineer) and take lead in the direction and integration of their work.

	<ul style="list-style-type: none"> • Computer literacy (CAD, Ms Project, Word, Excel & Power Point); • Time management skills; • Interpersonal skills; • Team working and collaboration skills; <p>Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. N.B: Proof of working experience is a must.</p>	
<p>1 TVET Skills Development Program Manager (1)</p>	<p>Minimum Qualification At least Master's degree in Project Management, Economics, Labour Economics, Economic Planning, Economic Policy, Development Studies, Business Administration with 3 years of relevant working experience in external donor funded project management or bachelor's degree in the above mentioned fields with 7 years of working experience in external donor funded project management.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Employment Sector; - Analytical, problem solving and critical thinking skills. - Technical understanding of system being analysed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and 	<ul style="list-style-type: none"> • Participate in elaboration of employment skills development policies and programs • Actively support the work on areas of critical importance related to employment in particular on promoting more and better jobs for inclusive growth and on skills and jobs for youth in close collaboration with RDB to ensure skills development and employment promotion and ensuring that employment priority sectors are well reflected in the institutional strategies and plans; • Advise the RTB management, workers' and employers' counterparts in the formulation, implementation, monitoring and evaluation of employment, labour market and skills policies, institutions and information systems;

	<p>keep up with project scope changes.</p> <ul style="list-style-type: none"> - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. <p>N.B: Proof of working experience is a must.</p>	<ul style="list-style-type: none"> • Consult with private sector and community sector employers and employer groups to identify future employment intentions, barriers and to recover skills in demand • Negotiate with Skills development sectors for approval of training strategies to deliver priority skills; • Participate in meetings and workshops in the country/ sub region and participate in multidisciplinary in the areas of promotion of employment, labour market policies and skills development; • Strengthen the capacity of public employment services to implement effective and efficient active labour market policies, including with regard to the employment of young people; • Evaluate the efficiency and effectiveness of the employability skills programs; • Monitor and coordinate research carried out by junior technical officers and external collaborators; • Monitor and evaluate the implementation of work place learning policy and programs • Collaborate with other experts in skills
--	---	--



			<p>development in updating the demand driven educational curriculum;</p> <ul style="list-style-type: none">• Work with other key stakeholders to integrate skills development into policy work and projects, where appropriate, such as national employment strategies, youth employment, labour migration policies, local economic development, green jobs, sustainable enterprise development;• Design, monitor and evaluate technical cooperation projects including joint programmes with other key stakeholders for strengthening national capacity in the areas of employment and labour market policies and programmes, particularly in the areas of employment policy formulation and implementation, and delivery of employment services, skills development programmes and job creation;• Provide technical guidance to national and international experts serving technical cooperation projects in the country• Provide technical assistance to other government institutions and agencies for the development of
--	--	--	--



			<p>gender sensitive national employment strategies, services and programmes, which address the needs of people with disabilities and other vulnerable groups in the labour market;</p> <ul style="list-style-type: none"> • In close cooperation with stakeholders, design and implement training workshops to strengthen the capacity of employment and labour market institutions including the social partners in employment policy related areas, including skills development, job creation and labour market information and policies; <p>Develop relations with national and international institutions that are engaged in employment promotion activities</p>
1	<p>Youth Empowerment and Employment Promotion Specialist (1)</p>	<p>Minimum Qualifications At least a Master's Degree or Equivalent in Economics, Labour Economics, Development Studies, Rural Development, Business Administration, Finance, Project Management, Strategic Management , planning with at least 3 years of relevant working experience or Bachelor's Degree in the above mentioned fields with 5 years of relevant working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Leadership and management skills; 	<ul style="list-style-type: none"> • Conduct research, formulate policies, programmes and strategies, to enhance the quality and quantity of jobs; • Provide advice on the development of national youth employment policies, programmes, mainstreaming strategies and projects especially with regard to the employment creation, promotion among youth; • Lead the development and implementation of youth employment initiatives and joint programs at national level; • Develop mechanism and strategies promoting

	<ul style="list-style-type: none"> - Knowledge of results based management, - Logical framework approach; - Public Policy Making and Analysis Process; - Quantitative Analysis Skills and Evidence Making - Entrepreneurship and Job Creation skills; - Strategic planning processes and tools; - Organizational skills; - Coordination skills - Communication skills; - Knowledge in monitoring and evaluation systems; - Computer skills; - Time management skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; - Project Design & Management skills; - Fluent in Kinyarwanda, English and / French language, knowledge of both is an advantage. <p>N.B: Proof of working experience is a must.</p>	<p>employment centres and job desk facilitating youth self</p> <ul style="list-style-type: none"> - employment and readiness to work; <ul style="list-style-type: none"> • Develop the youth mobilization strategy toward youth mind - set change. • Develop policies, strategies and programmes for skills development: • Participate in designing skills development programmes • Contribute to design and implementation of national action plans for youth skills and talents development; • Set up mechanisms to ensure coaching and mentorship and commercialization of products; • Develop and strengthen strategic partnership locally and globally for skills promotion. • Conduct monitoring, evaluation and implementation of national programs concerning youth employment promotion: <ol style="list-style-type: none"> 1. Follow up and evaluate the implementation of the youth Employment national programs; 2. Conduct critical Analytics of the employment related reports and provide strategic recommendations; 3. Monitor the progress of the implementation of different joint employment programs; 4. Support in the designing and implementation of time bound national action plans for youth employment.
--	---	--



			<ul style="list-style-type: none"> • Regularly evaluating the real situation in youth matters and take appropriate measures; • Initiate and participate in consultations with partners relating to the elaboration of programs, strategies and policies intended to promote employment for youth; • Ensure youth employment is mainstreamed in action plans within all sectors; • Drafting related MoUs between the institution and the partners and its implementation plan. • Prepare the weekly, monthly, quarterly and annual reports of activities share them with the supervisor; • Prepare analytical reports on selected subjects within the areas covered by the National Employment and Skills Development Programs; • Carry out any other assignment as requested by the supervisor.
1	Transport and Logistics Sector Specialist (1)	Minimum Qualifications At least Master's Degree in Civil Engineering, Logistic and Supply Chain Management with 3 years of working experience or bachelor's degree in Civil Engineering, Logistic and Supply Chain Management with 5 years of working experience.	<ul style="list-style-type: none"> • Transport and Logistics Sector Specialist will be responsible but not limited to the following: • Facilitate the application process in Transport and Logistics sector in all windows in accordance with the Operational Manual

	<p>Key Technical Skills & Knowledge required:</p> <p>Transport and Logistics Sector Specialist should have the following competencies and technical skills:</p> <ul style="list-style-type: none"> • Technical expertise with training and education • Experience working with or within both public and private sector • Excellent computer/information system skills, oral and communication skills • Proven honesty and integrity character in the previous job duties performed • Demonstrated diplomatic, negotiation and interpersonal skills • Ability to work under pressure and work effectively & consistently by meeting set deadlines and quality of project work. • Experience with donor funded projects is an added advantage. <p>N.B: Proof of working experience is a must.</p>	<ul style="list-style-type: none"> • In coordination with the TVET Skills Development Program Manager, conduct an initial screening of applications to sift out ineligible applicants • Ensure proper due diligence of applicants in Transport and Logistics sector in accordance with Operational Manual. • Ensure effective evaluation of grant proposals falling in Transport and Logistics sector in accordance with the Operational Manual. • Make recommendations on eligible applicants in transport and logistics sector to be awarded grant to urban development and employment TVET Skills Development Program Committee through Program Manager. • In coordination with the Program Manager, coordinate the process of preparing grant agreements for successful applicants. • Facilitate the organization of trainings and practices activities under Transport and Logistics sector. • Monitor and evaluate the progress of training falling in Transport and Logistics Sector. • Ensure the quality and setting standards of training activities in Transport and Logistics Sector.
--	--	---

		<ul style="list-style-type: none">• Facilitate in certification of the graduated beneficiaries in interventions under Transport and Logistics sector.• Facilitate in conducting the impact assessment of beneficiaries after training completion.• Maintain database of beneficiaries graduated in Transport and Logistics sector.• Facilitate in the development of reference prices for the training activities falling under Transport logistics sector.• Prepare and submit the progress report on activities falling under transport and logistics sector to Program Manager with a copy to SPIU Coordinator.• Facilitate in the development of curriculum of the specific training areas falling in the transport and logistics sector.• Approve the rare training program submitted by a foreign investor supported by TVET Skills Development Program• Adapt with the Government developmental agenda, developmental initiatives, and development priorities for transport & logistics sector.• Perform effective redress mechanism to the complains
--	--	--

			<p>raised by the unsatisfied applicants in transport and logistics sector</p> <ul style="list-style-type: none"> • Perform any other assignments assigned by your supervisor
1	<p>Energy Sector Specialist (1)</p>	<p>Minimum Qualification</p> <p>At least Master's Degree in Electrical Engineering, Energy System Engineering, Alternative Energy, Renewable Energy, Power Plant Engineering, or related field in Energy sector with 3 years of working experience or bachelor's degree in the above-mentioned fields with 5 years of working experience.</p> <p>Required Competencies and Key Technical Skills</p> <p>Energy Sector Specialist should have the following competencies and technical skills:</p> <ul style="list-style-type: none"> • Technical expertise with training and education • Experience working with or within both public and private sector • Excellent computer/information system skills, oral and communication skills • Proven honesty and integrity character in the previous job duties performed • Demonstrated diplomatic, negotiation and interpersonal skills 	<p>Energy Sector Specialist will be responsible but not limited to the following:</p> <ul style="list-style-type: none"> • Facilitate the application process in energy sector in all windows in accordance with the Operational Manual • In coordination with the Program Manager, conduct an initial screening of applications to sift out ineligible applicants • Ensure proper due diligence of applicants in energy sector in accordance with Operational Manual. • Ensure effective evaluation of grant proposals falling in energy sector in accordance with the Operational Manual. • Make recommendations on eligible applicants in energy sector to be awarded grant to grant Committee through Program Manager. • In coordination with the Program Manager, coordinate the process of preparing grant agreements for successful applicants. • Facilitate the organization of trainings and practices activities under energy sector.

	<ul style="list-style-type: none"> • Ability to work under pressure and work effectively & consistently by meeting set deadlines and quality of project work. <p>Experience with donor funded projects is an added advantage. N.B: Proof of working experience is a must.</p>	<ul style="list-style-type: none"> • Monitor and evaluate the progress of training falling in energy sector. • Ensure the quality and setting standards of training activities in energy sector. • Facilitate in certification of the graduated beneficiaries in interventions under energy sector. • Facilitate in conducting the impact assessment of beneficiaries after training completion. • Maintain database of beneficiaries graduated in energy sector. • Facilitate in the development of reference prices for the training activities falling under energy sector. • Prepare and submit the progress report on activities falling under energy sector to Program Manager with a copy to SPIU Coordinator. • Facilitate in the development of curriculum of the specific training areas falling in the energy sector. • Approve the rare training program submitted by a foreign investor supported by TVET Skills Development Program. • Adapt with the Government developmental agenda, developmental initiatives, and development priorities for energy sector.
--	--	---

			<ul style="list-style-type: none"> • Perform effective redress mechanism to the complains raised by the unsatisfied applicants in energy sector <p>Perform any other assignments assigned by your supervisor</p>
1	<p>Manufacturing Sector Specialist (1)</p>	<p>Minimum Qualification</p> <p>At least Master's Degree in Mechanical Engineering, Production Engineering with 3 years of working experience or bachelor's degree in the above-mentioned fields with 5 years of working experience.</p> <p>Required Competencies and Key Technical Skills</p> <p>Manufacturing Sector Specialist should have the following competencies and technical skills:</p> <ul style="list-style-type: none"> • Technical expertise with training and education • Experience working with or within both public and private sector • Excellent computer/information system skills, oral and communication skills • Proven honesty and integrity character in the previous job duties performed • Demonstrated diplomatic, negotiation and interpersonal skills • Ability to work under pressure and work effectively & consistently by 	<p>Manufacturing Sector Specialist will be responsible but not limited to the following:</p> <ul style="list-style-type: none"> • Facilitate the application process in manufacturing sector in all windows in accordance with the Operational Manual • In coordination with the Program Manager, conduct an initial screening of applications to sift out ineligible applicants • Ensure proper due diligence of applicants in manufacturing sector in accordance with Operational Manual. • Ensure effective evaluation of grant proposals falling in manufacturing sector in accordance with the Operational Manual. • Make recommendations on eligible applicants in manufacturing sector to be awarded grant to grant Committee through program Manager. • In coordination with the Program Manager, coordinate the process of preparing grant agreements for successful applicants.

	<p>meeting set deadlines and quality of project work.</p> <ul style="list-style-type: none"> • Experience with donor funded projects is an added advantage. <p>N.B: Proof of working experience is a must.</p>	<ul style="list-style-type: none"> • Facilitate the organization of trainings and practices activities under manufacturing sector. • Monitor and evaluate the progress of training falling in manufacturing sector. • Ensure the quality and setting standards of training activities in manufacturing sector. • Facilitate in certification of the graduated beneficiaries in interventions under manufacturing sector. • Facilitate in conducting the impact assessment of beneficiaries after training completion. • Maintain database of beneficiaries graduated in manufacturing sector. • Facilitate in the development of reference prices for the training activities falling under manufacturing sector. • Prepare and submit the progress report on activities falling under manufacturing sector to Program Manager with a copy to SPIU Coordinator. • Facilitate in the development of curriculum of the specific training areas falling in the manufacturing sector. • Approve the rare training program submitted by a foreign investor supported
--	---	---

			<p>by TVET Skills Development Program</p> <ul style="list-style-type: none"> • Adapt with the Government developmental agenda, developmental initiatives, and development priorities for manufacturing sector. • Perform effective redress mechanism to the complains raised by the unsatisfied applicants in manufacturing sector <p>Perform any other assignments assigned by your supervisor</p>
1	<p>Mining Sector Specialists (1)</p>	<p>Minimum Qualification</p> <p>At least Master's Degree in Mining Engineering, Geology engineering or Geology with 3 years of working experience in mining sector or bachelor's degree in the above-mentioned fields with 5 years of working experience.</p> <p>Required Competencies and Key Technical Skills</p> <p>Mining Sector Specialist should have the following competencies and technical skills:</p> <ul style="list-style-type: none"> • Technical expertise with training and education • Experience working with or within both public and private sector • Excellent computer/information system skills, oral and communication skills • Proven honesty and integrity character in the 	<p>Mining Sector Specialist will be responsible but not limited to the following:</p> <ul style="list-style-type: none"> • Facilitate the application process in mining sector in all windows in accordance with the Operational Manual • In coordination with the Program Manager, conduct an initial screening of applications to sift out ineligible applicants • Ensure proper due diligence of applicants in mining sector in accordance with Operational Manual. • Ensure effective evaluation of grant proposals falling in mining sector in accordance with the Operational Manual. • Make recommendations on eligible applicants in mining sector to be awarded grant to grant Committee through program Manager.

	<p>previous job duties performed</p> <ul style="list-style-type: none"> • Demonstrated diplomatic, negotiation and interpersonal skills • Ability to work under pressure and work effectively & consistently by meeting set deadlines and quality of project work. • Experience with donor funded projects is an added advantage. <p>N.B: Proof of working experience is a must.</p>	<ul style="list-style-type: none"> • In coordination with the Program Manager, coordinate the process of preparing grant agreements for successful applicants. • Facilitate the organization of trainings and practices activities under mining sector. • Monitor and evaluate the progress of training falling in mining sector. • Ensure the quality and setting standards of training activities in mining sector. • Facilitate in certification of the graduated beneficiaries in interventions under mining sector. • Facilitate in conducting the impact assessment of beneficiaries after training completion. • Maintain database of beneficiaries graduated in mining sector. • Facilitate in the development of reference prices for the training activities falling under mining sector. • Prepare and submit the progress report on activities falling under mining sector to Program Manager with a copy to SPIU Coordinator. • Facilitate in the development of curriculum of the specific training areas falling in the mining sector. • Approve the rare training program submitted by a
--	---	---

			<p>foreign investor supported by TVET Skills Development Program.</p> <ul style="list-style-type: none"> • Adapt with the Government developmental agenda, developmental initiatives, and development priorities for mining sector. • Perform effective redress mechanism to the complains raised by the unsatisfied applicants in mining sector • Perform any other assignments assigned by your supervisor.
2	<p>Internship & Apprenticeship Program Specialist (1)</p>	<p>Minimum Qualification</p> <p>At least Master's Degree in Civil Engineering, Mechanical Engineering, Education and Hospitality Management (preferably Culinary arts, Tourism, Food & beverages) with three (3) years of working experience or Bachelor's Degree in the above-mentioned fields with 5 years of working experience.</p> <p>Required Competencies and Key Technical Skills</p> <p>Internship & Apprenticeship Program Specialist should have the following competencies and technical skills:</p> <ul style="list-style-type: none"> • Excellent knowledge of TVET framework, training, and education • Experience working with or within both public and private sector 	<p>Internship & Apprenticeship Program Specialist will be responsible but not limited to the following:</p> <ul style="list-style-type: none"> • Work hand in hand with sector specialists to handle the application process in window 3 regarding internship and apprenticeship in accordance with the Operational Manual • Offer technical support to sector specialists to conduct an initial screening of applications to sift out ineligible applicants in Window 3. • Offer technical support to sector specialists during due diligence of applicants for window 3 in accordance with Operational Manual. • Ensure effective evaluation of grant proposals under window 3 in accordance

	<ul style="list-style-type: none"> • Excellent computer/information system skills, oral and communication skills • Proven honesty and integrity character in the previous job duties performed • Demonstrated diplomatic, negotiation and interpersonal skills • Ability to work under pressure and work effectively & consistently by meeting set deadlines and quality of project work. • Experience with donor funded projects is an added advantage. <p>N.B: Proof of working experience is a must.</p>	<p>with the Operational Manual.</p> <ul style="list-style-type: none"> • Make recommendations on eligible applicants under window 3 to be awarded grant to Program Manager through sector specialists. • Carry out selection of interns based on priority economic sectors in accordance with Operational Manual • Offer technical support to TVET institutions during preparation of MoUs with potential companies/industries to host interns. • Offer technical support to TVET institutions during placement of interns in companies/industries. • Monitor training in window 3 regarding internship and apprenticeship program and report to RTB on monthly basis • Coordinate all activities related to Recognition of Prior Learning (RPL) financed by the Skills Development Fund (SDF). • Maintain database of the interns and apprentices. • Observe gender balance and give a particular attention to persons with disabilities while training. • Conduct awareness of the internship & apprenticeship facilitation in collaboration with relevant stakeholders.
--	--	---



			Perform any other assignments assigned by your supervisor
2	<p>Occupational Health & Safety Specialist (1)</p>	<p>Minimum Qualification</p> <p>At least Master's Degree in Environmental Health Sciences, Public Health, Environmental Engineering with a certificate in Occupational Health and Safety and (3) years of working experiences in the area of Occupational Health and Safety or bachelor's degree in the above-mentioned fields and five (5) years of working experiences in the area of Occupational Health and Safety.</p> <p>Required Competencies and Key Technical Skills</p> <p>Occupational Health and Safety Specialist should have the following competencies and technical skills:</p> <ul style="list-style-type: none"> • Experience in conducting Occupational Health and Safety and Risk Assessment. • Experience in computing Occupational Safety and Health statistics according to International standards. • Experience in developing Occupational Health and Safety programs. • Experience in developing institutional safety procedures. • Proven ability to conduct training. • Ability to conduct Occupational Health and 	<p>Occupational Health & Safety Specialist will be responsible but not limited to the following:</p> <ul style="list-style-type: none"> • Regularly conducting Occupational Health and Safety Risk Assessment. • Recording, computing and Reporting Occupational Health and Safety incidents and injuries. • Developing Occupational Health and Safety Programs. • Developing workplace safe procedures. • Build occupational Health and Safety culture in the institution. • Conducting occupational health and safety trainings. • Conducting Occupational health and safety inspections and accidents investigations. • Ensuring that Occupational Health and Safety Committees fulfil their responsibilities and supervise them. • Developing Institutional Occupational Health and Safety policy. • Putting in place emergency and first aid programs. • Ensuring that the institutions comply with National Laws and Regulations. • Analysing Occupational accidents to which trainees

	<p>Safety inspections and incidents investigations.</p> <ul style="list-style-type: none"> • Excellent understanding of current trends in national, regional, and international development of TVET • Demonstrable strategic vision for the development of innovation, knowledge transfers and industry-training partnerships in TVET • Proven organizational leadership and change management experience • Excellent communication, interpersonal, organizational management, • High ethical standards, integrity, accountability, and professionalism and comply with the requirements of the workplace • Strong academic credibility, intellectual curiosity and sympathy for the values and culture of National employment program, including its trainees and their concerns. • Having skills in standards about occupational health and safety to lessen burden of injuries and diseases in workplace. <p>N.B: Proof of working experience is a must.</p>	<p>of the institution may be exposed.</p> <ul style="list-style-type: none"> • Conducting investigations in case an accident occurs or in occurrence of an occupational disease and propose prevention and protection measures. • Conducting investigations on occupational accidents resulting in death of a trainee or the cause of permanent disability or those which have revealed a serious danger to trainee's health and to draw conclusions based on investigations. • Regularly submitting updated statistics on occupational accidents and diseases and make quarterly reports on the progress made towards prevention within the company. • Ensuring the implementation of workplace health and safety legislative and regulatory requirements • Providing, through effective means the meaning of occupational hazard • Providing advice on health and safety training programmes and adjustment of such programmes • Examining documents specifying, for each training activity, the duration and the means allocated to
--	--	---

			<p>achieve it and to ensure its effective implementation</p> <ul style="list-style-type: none"> • Ensuring that all appropriate measures are taken to provide training of trainees and upgrade their skills in the field of occupational health and safety • Ensuring the organization and training of the team tasked with providing first-aid at workplace and ensure that it is provided with equipment necessary for discharging its duties in case any hazard occurs <p>Sensitizing workers on workplace health and safety related issues and develop a culture of prevention of occupational accidents and hazards and the fight against any other public health danger.</p>
2	<p>ICT & Digital Skills Specialist (1)</p>	<p>Minimum Qualification</p> <p>At least Master's Degree in Computer Engineering, Computer Sciences, Information and Communication Technology, Information Management System with three (3) years of working experiences or bachelor's degree in the above-mentioned fields with five (5) years of working experience.</p> <p>Required Competencies and Key Technical Skills</p>	<p>ICT & Digital Skills Specialist will be responsible but not limited to the following:</p> <ul style="list-style-type: none"> • Facilitate the application process in ICT & digital skills in all windows in accordance with the Operational Manual • In coordination with the Program Manager, conduct an initial screening of applications to sift out ineligible applicants • Ensure proper due diligence of applicants in ICT & digital skills in accordance with Operational Manual.

	<p>ICT & Digital Skills Specialist should have the following competencies and technical skills:</p> <ul style="list-style-type: none"> • Excellent knowledge of TVET framework, training, and education • Proven honesty and integrity character in the previous job duties performed • Proficient in designing, writing, editing, and debugging programs and databases • Proven experience in analysing Information, programming skills, software design, software debugging • Website management, website development and web applications • Experience with donor funded projects is an added advantage. <p>N.B: Proof of working experience is a must.</p>	<ul style="list-style-type: none"> • Ensure effective evaluation of grant proposals falling in ICT & digital skills in accordance with the Operational Manual. • Make recommendations on eligible applicants in ICT & digital skills to be awarded grant to grant Committee through Manager. • In coordination with the Program Manager, coordinate the process of preparing grant agreements for successful applicants. • Facilitate the organization of trainings and practices activities under ICT & digital skills. • Monitor and evaluate the progress of training falling in ICT & digital skills. • Ensure the quality and setting standards of training activities in ICT & digital skills. • Facilitate in certification of the graduated beneficiaries in interventions under ICT & digital skills. • Facilitate in conducting the impact assessment of SDF beneficiaries after training completion. • Maintain database of SDF beneficiaries graduated in ICT & digital skills. • Facilitate in the development of SDF reference prices for the training activities falling under ICT & digital skills.
--	--	---

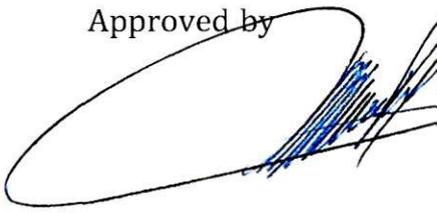
		<ul style="list-style-type: none">• Prepare and submit the progress report on activities falling under ICT & digital skills to Program Manager with a copy to SPIU Coordinator.• Facilitate in the development of curriculum of the specific training areas falling in the ICT & digital skills.• Approve the rare training program submitted by a foreign investor supported by TVET Skills Development Program.• Adapt with the Government developmental agenda, developmental initiatives, and development priorities for ICT & digital skills.• Perform effective redress mechanism to the raised complains by the unsatisfied program applicants in ICT & digital skills.• Recommend IT infrastructure and software development kits for developing TVET information system.• Operate, manage and train RTB users of the grant electronic management system• Manage beneficiary's database for every sector and window.• Provide technical support to RTB staff and secretariat on issues related to networking and digital services.
--	--	--



		<ul style="list-style-type: none">• Provide technical inputs and relevant support to RTB suppliers and consultants in ICT sector.• Keep updated on emerging technologies and the potential effectiveness of new advances in current system of RwandaTVET Board (RTB).• Perform any other assignments assigned by your supervisor
--	--	--

Done at Kigali on 25th August 2021

Approved by



Dipl.-Ing. UMUKUNZI Paul
Director General — Rwanda TVET Board