

REPUBLIC OF RWANDA



RWANDA UTILITIES REGULATORY AGENCY

VACANCY ANNOUNCEMENT

Rwanda utilities Regulatory Agency would like to recruit suitable candidates for the following position

Post	Qualification	Job Description
Officer in charge of public procurement (2)	Bachelor's degree in law or management	<ul style="list-style-type: none">• Ensuring the permanent secretarial services of the tender commission meetings• Designing public procurement plans• Preparing of tender documents• Receiving and keeping submitted bids in secure places• Organising the opening and evaluation of bids• Preparing the letters for notification of tender awards• Making the follow up of tender process• Any other duty as may be assigned by the Director General.

REQUIREMENTS/EXPERIENCE:

1. An application letter addressed to Director General of RURA
2. A recent and detailed curriculum vitae
3. A notarized copy of certificate or degree
4. A photocopy of the national identity card
5. Criminal records report
6. Previous employer's testimonial
7. Three address of referees

PRECONDITION:

- Be Rwandan by nationality
- Have a high level of integrity and faithfulness
- Have a good command of English and French
- Be proactive, dynamic and goal driven
- Be able to work under pressure and to meet aggressive deadlines
- Having worked in a Public Institution with 3 years experience

DEADLINE:

The above required documents have to be submitted to RURA Offices at Kiyovu, not later than December, 1st 2009 at 5h PM

Done at Kigali, 04th November, 2009

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Col. Diogène MUDENGE

Director General