

**URWEGO RW'IGIHUGU RUSHINZWE IMFUNGWA
N'ABAGORORWA**

Kigali, kuwa *20* /10/2022



IBIRO BY'UMUYOBOZI USHINZWE IBIKORWA RUSANGE
PO Box 6516 KIGALI-RWANDA
Website: www.rcs.gov.rw

ITANGAZO RY'AKAZI

Ubuyobozi bw'Uwego rw'Igihugu Rushinzwe Imfungwa n'Abagororwa (RCS), **rwashyize ku isoko imyanya 2 y'akazi, ushinzwe igenamigambi (Planning Specialist) n'ushinzwe ubwubatsi (Civil Engineer)**, abashaka gupiganwa kuri iyo myanya bazazana ibyangombwa bisabwa kuwa kuwa **31/10/2022** kugeza kuwa **04/11/2022**.

1. Abashaka gupiganwa kuri iyo myanya bagomba kuba bujuje ibi bikurikira:

- Kuba ari Umunyarwanda
- Kuba afite ubuzima buzira umuze
- Kuba atarigeze akatirwa n'inkiko
- Kuba yararangije kwiga nibura icyiciro cya kabiri cya kaminuza
- Kuba ari indakemwa mu mico no mu myifatire
- Kuba yiteguye gukora ikizamini cy'akazi
- Kuba yarakoze ako kazi imyaka (03) byaba ari akarusho.

2. Abujuje ibisabwa batanga ibyangombwa bikurikira kuri RCS HQs:

- Ifishi yuzuzwa n'usaba akazi (Application form) iboneka kurubuga rwa RCS www.rcs.gov.rw
- Fotokopi y'indangamuntu
- Fotokopi y'Impamyabushobozi/Impamyabumenyi igaragaza ko yarangije kwiga Kaminuza mu mashami yigisha Planning/Civil Engineering
- Icyemezo cy'uko atigeze afungwa (Criminal Records)
- Icyemezo cy'ubuzima buzira umuze gitangwa na Muganga wa Leta
- Ku bakoze ahandi bazana icyemezo cy'umukoresha wa nyuma.

NB:

- Kwiyandikisha bazarangira kuwa gatanu tariki **04/11/2022** saa **1700hrs**.
- Ibisobanuro birambuye murabisanga kuri website ya RCS yavuzwe haruguru.

Joseph KAMBANDA
CSP

Corporate Service Division Manager/CBM



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TERMS OF REFERENCE (TOR) FOR RECRUITMENT

Organization: Rwanda Correctional Service (RCS)

Location: Kigali

Closing Date: 04/11/2022

Result of Service

A complete in-depth understanding of Engineering/Planning problems posed in project documents, in which problems are typically complex and broad in scope, requiring innovative applications of Engineering/Planning principles.

Work Location: based in Kigali, with possibility to visit projects in all provinces

Core Values

- a. Integrity
- b. Professionalism
- c. Teamwork
- d. Accountability

I. PLANNING SPECIALIST

1. Organization Profile

- Prepare implementation reports on progress of Institutional and joint Imihigo, Action Plan, National Leadership Retreat Resolutions, National Dialogue resolutions, and other reports.
- Conduct sector surveys, attend regular meetings, and implement policy decisions including RBM policy using the IPPIS-IT modules.
- Carrying out any other tasks that would be in line with research, operational planning, monitoring and evaluation functions.
- Perform any other duties that may be assigned to him/her by the Supervisor.

2. Minimum Qualifications

- Bachelor's Degree in any of these fields: Project Management, Public Policy, Economics, Business Administration, Statistics, Development Studies, with 3 years of relevant working experience.
- Master's Degree in any of these fields: Project Management, Public Policy, Economics, Business Administration, Statistics or Development Studies will be an advantage.

3. Key competencies required

- Demonstrated knowledge of results-based management, logical framework approach, strategic planning processes and tools;
- Strong knowledge of RCS' mandate and strategy as well as national priorities and strategies in relevant sectors;
- Demonstrated experience in drafting action plans and operations plans;
- Knowledge of monitoring and evaluation concepts, systems and tools;
- Strong organization skills with ability to multitask and priorities;
- Strong analytical and complex problem-solving skills;
- Strong command of Microsoft Word, Excel and PowerPoint;
- Strong command of written and spoken English;
- Proficiency in French and Kinyarwanda is an added advantage;

II. ENGINEER/ARCHITECT

1. Occupational Groups:

- a. Engineering
- b. Architecture, Building and Property Management

2. Duties and Responsibilities:

a. This position is at RCS Headquarters in the Division in charge of infrastructure development. The incumbent will report to the Division manager or his/her designate.

b. Within delegated authority, the Civil Engineer/Architect will apply professional engineering knowledge and expertise in performance of the following duties:

(1). Applies commonly used engineering calculations, practices and precedents in completing portions of projects related to the design, construction or repair of buildings, waste disposal systems, water treatment facilities, environmental control systems, and other related structures and activities in the field.

(2). Plans and designs specifications for projects.

(3). Conducts preliminary site investigations to obtain field data such as soil characteristics, drainage and other data required for building site selection.

(4). Prepares design layout for buildings and facilities.

(5). Develops technical data regarding materials, sizes, dimensions, and quantities and costs to be incorporated in formal specifications.

(6). Estimates costs of repairs of damaged buildings, facilities, and systems to determine feasibility of repairs or replacement.

(7). Conducts research to develop improved designs and construction techniques.

(8). Produces cost data and estimates on engineering-related requirements of current and planned construction projects.

(9). Analyzes project proposals to ensure technical feasibility and to ensure that project objectives are attainable within prescribed resources.

(10). Conducts research on development of new technical systems and follow development to identify improved methods and equipment.

(11). Upgrade the design layouts for RCS building and facilities where required.

(12). Performs other duties as required.

3. Competencies

Professionalism:

Ability to apply engineering skills and to participate in engineering projects, including preparation of cost estimates, research of data and preparing designs:

- a. Shows pride in work and in achievements; demonstrates professional competence and proficiency in subject matter.
- b. Is conscientious and efficient in meeting commitments, observing deadlines, and achieving results.
- c. Is motivated by professional rather than personal interests.
- d. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of all people in all areas of work.

4. Planning & Organizing:

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

5. Creativity:

Actively seeks to improve programmes or services; offers new and different options to solve problems or meet RCS needs; thinks "outside the box;" takes an interest in innovative ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

6. Technological Awareness:

Keeps abreast of available technology; actively seeks to apply technology to appropriate tasks; shows willingness to learn recent technology.

7. Qualifications/Special Skills

a. Academic Qualifications:

- (1) . At least bachelor's degree in engineering and/or architecture.
- (2) . Certificate in CAD and other designing software applications is required.

b. Experience:

- (1) At least 3 years of relevant experience in the Engineering field, including maintenance and operation of buildings in various technical fields, supervision of staff and applying the safety rules are required.
- (2) Experience in report writing and project management.
- (3) Experience in the use of CAD or similar software and in designing blueprints is required.
- (4) He/She should be registered in Association of Engineers/Architects in Rwanda and should possess a certificate of Association

c. Language

- (1). Fluency in English (both oral and written) is required.
- (2). Additionally, knowledge of French may be an advantage.

Interested candidates are requested to submit their CVs with supporting documents to RCS HQ's not later than **04/11/2022**, time **1700hrs**.


Joseph KAMBANDA
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