



## WORKFORCE DEVELOPMENT AUTHORITY – WDA

*Empowering people with employable skills and entrepreneurship capacity*

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### VACANCIES ANNOUNCEMENT

WDA wishes to recruit permanent competent personnel to fill vacant positions. The following are vacant positions:

N°	N° OF POSITION	POSITION	DUTIES AND RESPONSIBILITIES	QUALIFICATION AND EXPERIENCE REQUIRED/JOB PROFILE
1.	1	<b>Director of Training, Institution Infrastructure Norms and Standards Unit</b>	<ul style="list-style-type: none"><li>▪ Supervise and coordinate the development and implementation of action plans related to TVET standards and norms;</li><li>▪ Supervise and coordinate the communication and data management in terms of approved standards and norms through TVET Management Information System;</li><li>▪ Coordinate the setup of the standards, norms, criteria and indicators for accrediting and/or licensing TVET institutions, occupations and levels;</li><li>▪ Coordinate the setup of the standards, norms, criteria and indicators for quality assurance of TVET;</li><li>▪ Coordinate the setup of the standards, norms, criteria and indicators for licensing trainers;</li><li>▪ Coordinate the setup of the standards, norms, criteria and indicators for accrediting institutions and/or centers for</li></ul>	Bachelor's Degree in Civil Engineering, Building Science and Sustainable Design, Architecture, Urban Planning, Design & Management, Structural Engineering with 3 years of relevant working experience or a Master's degree in Civil Engineering, Building Science and Sustainable Design, Architecture, Urban Planning, Design & Management, Structural Engineering, Construction Project Management,

			<p>recognition of prior learning;</p> <ul style="list-style-type: none"> <li>▪ Coordinate the setup of the standards, norms, criteria and indicators for qualification equivalence and authentication;</li> <li>▪ Coordinate the preparation of TVET infrastructure standards, norms and specifications;</li> <li>▪ Coordinate the preparation of standards, norms and guidelines for development and/or validation of curriculum, TOGs (Training Organization Guides) and STELs (Standard Tools and Equipment Lists);</li> <li>▪ Coordinate the preparation of procedural and operational guidelines for collaborations between general inspectorate, district structure and TVET institutions;</li> <li>▪ Keep updating the TVET standards, norms, criteria and/or indicators if necessary;</li> <li>▪ Liaise with different authorities to ensure compliance of TVET infrastructure standards and norms with Rwanda building codes, Rwanda environmental regulations, Urban planning and regional and international standards.</li> <li>▪ Provide to her/his supervisor the technical advice regarding the TEVT standards and norms;</li> <li>▪ Supervise unit activities, and build capacities of the staff;</li> <li>▪ Carry out any other task assigned by her/his supervisors.</li> </ul>	<p>registrable and affiliated to a reputable professional body.</p> <p><b>Key Technical Skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of Education policies especially Education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>- Building design production &amp; construction processes;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel &amp; Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working and collaboration skills;</li> <li>-Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
2.	1	<b>Senior Electrical Engineer</b>	<ul style="list-style-type: none"> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for accrediting the technical vocational education and training institutions, occupations and levels;</li> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for quality assurance of technical and vocational education and training;</li> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for accrediting institutions and/or centers for recognition of prior learning;</li> </ul>	<p>Bachelor’s Degree in Electrical Engineering, Electrical &amp; Electronic with 3 years of working experience or Master’s Degree in Electrical Engineering, Electrical &amp; Electronics with 1 year of working experience.</p> <p><b>Key Technical Skills and</b></p>

			<ul style="list-style-type: none"> <li>▪ Preparation of TVET infrastructure standards, norms and specifications related to the designated areas matters.</li> <li>▪ Keep updating TVET standards, norms, criteria and/or indicators when necessary;</li> <li>▪ Elaborate formats standards in the designated areas for TVET Infrastructure and construction</li> <li>▪ Provide to her/his supervisor the technical advice regarding the designated areas;</li> <li>▪ Carry out any other task assigned by her/his supervisors.</li> </ul>	<p><b>Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of education policies especially Education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
3.	1	<b>Senior Mechanical Engineer</b>	<ul style="list-style-type: none"> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for accrediting the technical vocational education and training institutions, occupations and levels;</li> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for quality assurance of technical and vocational education and training;</li> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for accrediting institutions and/or centers for recognition of prior learning;</li> <li>▪ Preparation of TVET infrastructure standards, norms and specifications related to the designated areas matters.</li> <li>▪ Keep updating TVET standards, norms, criteria and/or indicators when necessary;</li> </ul>	<p>A Bachelor's Degree in Mechanical Engineering, Electrical Mechanical Engineering, Electro-Mechanical Engineering with 3 years of working experience or Master's Degree in Mechanical Engineering, Electrical Mechanical Engineering, Electro-Mechanical Engineering with 1 year of working experience.</p> <p><b>Key Technical Skills and</b></p>

			<ul style="list-style-type: none"> <li>▪ Elaborate formats standards in the designated areas for TVEI Infrastructure and construction</li> <li>▪ Provide to her/his supervisor the technical advice regarding the designated areas;</li> <li>▪ Carry out any other task assigned by her/his supervisors.</li> </ul>	<p><b>Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of education policies especially education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
4.	1	<b>Senior Civil Engineer</b>	<ul style="list-style-type: none"> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for accrediting the technical vocational education and training institutions, occupations and levels;</li> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for quality assurance of technical and vocational education and training;</li> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for accrediting institutions and/or centers for recognition of prior learning;</li> <li>▪ Preparation of TVET infrastructure standards, norms and specifications related to the designated areas matters.</li> <li>▪ Keep updating TVET standards, norms, criteria and/or indicators when necessary;</li> </ul>	<p>Bachelor's Degree in Civil Engineering, Construction with 3 years of working experience; registrable and affiliated to a reputable professional body or Master's Degree in Civil Engineering, Construction with 1 year of working experience.</p> <p><b>Key Technical Skills and Knowledge required:</b></p>

			<ul style="list-style-type: none"> <li>▪ Elaborate formats standards in the designated areas for TVEI Infrastructure and construction</li> <li>▪ Provide to her/his supervisor the technical advice regarding the designated areas;</li> <li>▪ Carry out any other task assigned by her/his supervisors.</li> </ul>	<ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of education policies especially education norms &amp; standards; Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
5.	1	<b>Senior Quantity Surveyor</b>	<ul style="list-style-type: none"> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for accrediting the technical vocational education and training institutions, occupations and levels;</li> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for quality assurance of technical and vocational education and training;</li> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for accrediting institutions and/or centers for recognition of prior learning;</li> <li>▪ Preparation of TVET infrastructure standards, norms and specifications related to the designated areas matters.</li> <li>▪ Keep updating TVET standards, norms, criteria and/or indicators when necessary;</li> <li>▪ Elaborate formats standards in the designated areas for TVET</li> </ul>	<p>Bachelor's Degree in Quantity Surveying, Civil Engineering, Construction Management with 3 years of working experience or Master's Degree in Quantity Surveying, Civil Engineering, Construction Management with 1 year of working experience.</p> <p><b>Key Technical Skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of</li> </ul>

			<p>Infrastructure and construction</p> <ul style="list-style-type: none"> <li>▪ Provide to her/his supervisor the technical advice regarding the designated areas;</li> <li>▪ Carry out any other task assigned by her/his supervisors.</li> </ul>	<p>education policies especially education norms &amp; standards;</p> <ul style="list-style-type: none"> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
6.	1	<b>Senior Architect</b>	<ul style="list-style-type: none"> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for accrediting the technical vocational education and training institutions, occupations and levels;</li> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for quality assurance of technical and vocational education and training;</li> <li>▪ Setup the standards, norms, criteria and indicators in the designated areas for accrediting institutions and/or centers for recognition of prior learning;</li> <li>▪ Preparation of TVET infrastructure standards, norms and specifications related to the designated areas matters.</li> <li>▪ Keep updating TVET standards, norms, criteria and/or indicators when necessary;</li> <li>▪ Elaborate formats standards in the designated areas for TVET Infrastructure and construction</li> <li>▪ Provide to her/his supervisor the technical advice regarding</li> </ul>	<p>Bachelor's Degree in Architecture, Civil Engineering with 3 years of working experience or Master's Degree in Architecture, Civil Engineering with 1 year of working experience.</p> <p><b>Key Technical Skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of Education policies especially Education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp;</li> </ul>

			<p>the designated areas;</p> <ul style="list-style-type: none"> <li>▪ Carry out any other task assigned by her/his supervisors.</li> </ul>	<p>regulations;</p> <ul style="list-style-type: none"> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
7.	1	<b>Recognition of Prior Learning Specialist</b>	<ul style="list-style-type: none"> <li>▪ Organize, manage and implement accrediting institutions and/or centers to provide recognition of prior learning based on approved norms and standards.</li> <li>▪ Manage the communication and data management in terms of recognition of prior learning through TVET Management Information System.</li> <li>▪ Provide inputs in the development of norms, standards, criteria, indicators and procedural guidelines related to recognition of prior learning.</li> <li>▪ Organize training and workshops to District and sectors organs on recognition of prior learning.</li> <li>▪ Advise his/her supervisor on recognition of prior learning matters.</li> <li>▪ Carry out the awareness activities to the TVET stakeholders on recognition of prior learning guidelines and procedures.</li> <li>▪ Carry out any other task assigned by her/his supervisor.</li> </ul>	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 3 years working experience or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 1 year working experience.</p> <p><b>Key Technical Skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Competency evaluation standards &amp; procedures;</li> </ul>

				<ul style="list-style-type: none"> <li>- Standard practice of Recognition of Prior Learning (RPL);</li> <li>- Good Knowledge of competence recognition against set standards;</li> <li>- Learner PLAR coaching &amp; mentoring skills;</li> <li>- Confidentiality and professionalism;</li> <li>- Computer literacy, particularly Word, Excel and Power Point;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
8.	1	<b>Director of Hospitality &amp; Recreation Arts</b> <b>Subject Quality Unit</b>	<ul style="list-style-type: none"> <li>▪ Coordinate and supervise the development and implementation of action plans related to the unit;</li> <li>▪ Plan, organize, coordinate, monitor and supervise the implementation of quality audits to TVET institutions, occupations and levels for hospitality and recreation sectors based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Plan, organize, coordinate, monitor and supervise the implementation of mentoring and coaching quality management to TVET institutions and stakeholders for hospitality and recreation sectors based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Coordinate and supervise the communication and data management on quality audits, mentoring and coaching regarding hospitality and recreation sectors through TVET Management Information System;</li> </ul>	<p>Bachelor’s Degree in Hospitality and Tourism Management, Hotel Management, Tourism Language.</p> <p><b>Key Technical Skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp;</li> </ul>



			<ul style="list-style-type: none"> <li>▪ Plan, organize, coordinate, monitor and supervise capacity building of quality assurance staff regarding hospitality and recreation sectors in RP, Districts and Sectors;</li> <li>▪ Plan, organize, coordinate, monitor and supervise communication and collaboration on quality audits, mentoring and coaching regarding hospitality and recreation sectors between WDA, RP, Districts, Sectors and TVET institutions;</li> <li>▪ Provide technical and professional advice to her/his supervisor on TVET quality assurance regarding hospitality and recreation sectors;</li> <li>▪ Provide inputs in the setup of the standards, norms, criteria and indicators for accreditation/licensing/quality assurance;</li> <li>▪ Provide inputs in the setup of procedural and operational guidelines between general inspectorate, Districts and TVET institutions;</li> <li>▪ Carry out any other task assigned by her/his supervisor.</li> </ul>	<p>feedback approaches;</p> <ul style="list-style-type: none"> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
9.	2	<b>Hospitality &amp; Tourism Quality Assurance Officer</b>	<ul style="list-style-type: none"> <li>▪ Participate in and elaborate the development and implementation of action plans related to the unit;</li> <li>▪ Implement quality audits to TVET institutions and stakeholders for hospitality and tourism based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Implement mentoring and coaching quality management to TVET institutions and stakeholders for hospitality and tourism based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Implement the communication and data management on quality audits, mentoring and coaching regarding hospitality and tourism through TVET Management Information System;</li> <li>▪ Ensure capacity building of quality assurance staff regarding hospitality and tourism in WDA, RP, Districts and Sectors;</li> <li>▪ Implement communication and collaboration on quality audits, mentoring and coaching regarding hospitality and tourism</li> </ul>	<p>Bachelor’s Degree in Hospitality and Tourism Management, Hotel Management, Tour &amp; Travel Management.</p> <p><b>Technical Skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp;</li> </ul>

			<p>between WDA, RP, Districts, Sectors and TVET institutions;</p> <ul style="list-style-type: none"> <li>▪ Provide technical and professional advice to her/his supervisor on TVET quality assurance regarding hospitality and tourism;</li> <li>▪ Provide inputs in the setup of the standards, norms, criteria and indicators for accreditation/licensing/quality assurance;</li> <li>▪ Provide inputs in the preparation of procedural and operational guidelines between general inspectorate, Districts and TVET institutions;</li> <li>▪ Carry out any other task assigned by her/his supervisor.</li> </ul>	<p>feedback approaches;</p> <ul style="list-style-type: none"> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Effective computer skills;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
10.	3	<p><b>Arts &amp; Craft, Beauty &amp; Aesthetics Quality Assurance Officer</b></p>	<ul style="list-style-type: none"> <li>▪ Participate in and elaborate the development and implementation of action plans related to the unit;</li> <li>▪ Implement quality audits to TVET institutions and stakeholders for arts, craft, beauty and aesthetics based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Implement mentoring and coaching quality management to TVET institutions and stakeholders for arts, craft, beauty and aesthetics based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Implement the communication and data management on quality audits, mentoring and coaching regarding arts, craft, beauty and aesthetics through TVET Management Information System;</li> <li>▪ Implement capacity building of quality assurance staff regarding arts, craft, beauty and aesthetics in WDA, RP, IPRCs, Districts and Sectors;</li> <li>▪ Implement communication and collaboration on quality audits,</li> </ul>	<p>Bachelor’s Degree or Advance Diploma in Fine Art, Music, Graphic Arts, cinematograph.</p> <p><b>Key Technical Skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Report writing and presentation skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- General knowledge on Rwanda education system and policies;</li> </ul>

			<ul style="list-style-type: none"> <li>mentoring and coaching regarding arts, craft, beauty and aesthetics between WDA, RP, Districts, Sectors and TVET institutions;</li> <li>▪ Provide technical and professional advice to her/his supervisor on TVET quality assurance regarding arts, craft, beauty and aesthetics;</li> <li>▪ Collaborate in the setup of the standards, norms, criteria and indicators for accreditation/licensing/quality assurance;</li> <li>▪ Collaborate in the preparation of procedural and operational guidelines between general inspectorate, Districts and TVET institutions;</li> <li>▪ Prepare and submit reports on quality assurance regarding arts, craft, beauty and aesthetics in TVET institutions;</li> <li>▪ Carry out any other task assigned by her/his supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>- Effective computer skills;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
11.	1	<b>Music &amp; Film Making Quality Assurance Officer</b>	<ul style="list-style-type: none"> <li>▪ Participate in and elaborate the development and implementation of action plans related to the unit;</li> <li>▪ Implement quality audits to TVET institutions and stakeholders for music and film making based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Implement mentoring and coaching quality management to TVET institutions and stakeholders for music and film making based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Implement the communication and data management on quality audits, mentoring and coaching regarding music and film making through TVET Management Information System;</li> <li>▪ Implement capacity building of quality assurance staff regarding music and film making in WDA, RP, IPRCs, Districts and Sectors;</li> <li>▪ Implement communication and collaboration on quality audits, mentoring and coaching regarding music and film making between WDA, RP, Districts, Sectors and TVET institutions;</li> <li>▪ Provide technical and professional advice to her/his supervisor on TVET quality assurance regarding music and film making;</li> <li>▪ Collaborate in the setup of the standards, norms, criteria and indicators for accreditation/licensing/quality assurance;</li> </ul>	<p>Engineering in TVET options with at least three years' experience in TVET training.</p> <p><b>Key Technical Skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Report writing and presentation skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>-General knowledge on Rwanda education system and policies;</li> <li>- Effective computer skills;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Collaborate in the preparation of procedural and operational guidelines between general inspectorate, Districts and TVET institutions;</li> <li>▪ Prepare and submit reports on quality assurance regarding music and film making in TVET institutions;</li> <li>▪ Carry out any other task assigned by her/his supervisor.</li> </ul>	Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.
12.	1	<b>Director of Technology Subject &amp; Infrastructure Quality Unit</b>	<ul style="list-style-type: none"> <li>▪ Coordinate and supervise the development and implementation of action plans related to the unit;</li> <li>▪ Plan, organize, coordinate, monitor and supervise the implementation of quality audits to TVET institutions, occupations and levels for technology and infrastructure sectors based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Plan, organize, coordinate, monitor and supervise the implementation of mentoring and coaching quality management to TVET institutions and stakeholders for technology and infrastructure sectors based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Coordinate and supervise the communication and data management on quality audits, mentoring and coaching regarding technology and infrastructure sectors through TVET Management Information System;</li> <li>▪ Plan, organize, coordinate, monitor and supervise capacity building of quality assurance staff regarding technology and infrastructure sectors in WDA, RP, IPRCs, Districts and Sectors;</li> <li>▪ Plan, organize, coordinate, monitor and supervise communication and collaboration on quality audits, mentoring and infrastructure sectors based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Coordinate and supervise the communication and data management on quality audits, mentoring and coaching regarding technology and infrastructure sectors through TVET Management Information System;</li> <li>▪ Plan, organize, coordinate, monitor and supervise capacity building of quality assurance staff regarding technology and</li> </ul>	<p>A Bachelor's Degree in Civil/Structural Engineering or Architecture with 3 years of relevant working experience or a Master's Degree in Construction Project Management, Architecture or Civil Engineering, registrable and affiliated to a reputable professional body.</p> <p><b>Key Technical Skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets Local labour regimes &amp; laws;</li> <li>- Building design production &amp; construction processes;</li> </ul>

			<p>infrastructure sectors in WDA, RP, IPRCs, Districts and Sectors;</p> <ul style="list-style-type: none"> <li>▪ Plan, organize, coordinate, monitor and supervise communication and collaboration on quality audits, mentoring and coaching regarding technology and infrastructure sectors between WDA, RP, Districts, Sectors and TVET institutions;</li> <li>▪ Provide technical and professional advice to her/his supervisor on TVET quality assurance regarding technology and infrastructure sectors;</li> <li>▪ Collaborate in the setup of the standards, norms, criteria and indicators for accreditation/licensing/quality assurance;</li> <li>▪ Collaborate in the setup of procedural and operational guidelines between general inspectorate, Districts and TVET institutions;</li> <li>▪ Prepare and submit reports on quality assurance regarding technology and infrastructure sectors in TVET institutions;</li> <li>▪ Supervise unit activities and build capacities of the staff;</li> <li>▪ Attend various seminars, conferences and workshops to maintain awareness and stay abreast of changes in public policies, training, technology and equipment used in quality assurance;</li> <li>▪ Carry out any other task assigned by her/his supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel &amp; Power Point);</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
13.	2	<b>Construction &amp; Building Services Quality Assurance Officer</b>	<ul style="list-style-type: none"> <li>▪ Participate in and elaborate the development and implementation of action plans related to the unit;</li> <li>▪ Implement quality audits to TVET institutions and stakeholders for construction &amp; building services based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Implement mentoring and coaching quality management to TVET institutions and stakeholders for construction &amp; building services based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Implement the communication and data management on quality audits, mentoring and coaching regarding construction &amp; building services through TVET Management Information</li> </ul>	<p>Bachelor's Degree in Civil/Structural Engineering or Architecture.</p> <p><b>Key Technical Skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of Education policies especially education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply</li> </ul>

			<p>System;</p> <ul style="list-style-type: none"> <li>▪ Implement capacity building of quality assurance staff regarding construction &amp; building services in WDA, RP, IPRCs, Districts and Sectors;</li> <li>▪ Implement communication and collaboration on quality audits, between WDA, RP, Districts, Sectors and TVET institutions;</li> <li>▪ Provide technical and professional advice to her/his supervisor on TVET quality assurance regarding construction &amp; building services;</li> <li>▪ Collaborate in the setup of the standards, norms, criteria and indicators for accreditation/licensing/quality assurance;</li> <li>▪ Collaborate in the preparation of procedural and operational guidelines between general inspectorate, Districts and TVET institutions;</li> <li>▪ Prepare and submit reports on quality assurance regarding construction &amp; building services in TVET institutions;</li> <li>▪ Carry out any other task assigned by her/his supervisor.</li> </ul>	<p>markets local labour regimes &amp; laws;</p> <ul style="list-style-type: none"> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
14.	1	<b>Director of Science and Languages Quality Unit</b>	<ul style="list-style-type: none"> <li>▪ Coordinate and supervise the development and implementation of action plans related to the unit;</li> <li>▪ Plan, organize, coordinate, monitor and supervise the implementation of quality audits to TVET institutions, occupations and levels for science and language sectors based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Plan, organize, coordinate, monitor and supervise the implementation of mentoring and coaching quality management to TVET institutions and stakeholders for science and language sectors based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Coordinate and supervise the communication and data management on quality audits, mentoring and coaching regarding science and language sectors through TVET Management Information System;</li> <li>▪ Plan, organize, coordinate, monitor and supervise capacity building of quality assurance staff regarding science and</li> </ul>	<p>Bachelor's Degree in Science (Mathematics/Physics/Computer Science) with Education and having 3 years relevant working experience or Master's Degree in Science (Mathematics/Physics/Computer Science) with Education with 1 year relevant working experience.</p> <p><b>Key Technical Skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional</li> </ul>

			<p>language sectors in WDA, RP, IPRCs, Districts and Sectors;</p> <ul style="list-style-type: none"> <li>▪ Plan, organize, coordinate, monitor and supervise communication and collaboration on quality audits, mentoring and coaching regarding science and language sectors between WDA, RP, Districts, Sectors and TVET institutions;</li> <li>▪ Provide technical and professional advice to her/his supervisor on TVET quality assurance regarding science and language sectors;</li> <li>▪ Collaborate in the setup of the standards, norms, criteria and indicators for accreditation/licensing/quality assurance;</li> <li>▪ Collaborate in the setup of procedural and operational guidelines between general inspectorate, Districts and TVET institutions;</li> <li>▪ Prepare and submit reports on quality assurance regarding science and language sectors in TVET institutions;</li> <li>▪ Supervise unit activities, and build capacities of the staff;</li> <li>▪ Attend various seminars, conferences and workshops to maintain awareness and stay abreast of changes in public policies, training, technology and equipment used in quality assurance;</li> <li>▪ Carry out any other tasks assigned by her/his supervisors.</li> </ul>	<p>learning inspection procedures;</p> <ul style="list-style-type: none"> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management.;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
15.	5	<b>Mathematics, Physics, Chemistry, Computer Science Quality Assurance Officer</b>	<ul style="list-style-type: none"> <li>▪ Participate in and elaborate the development and implementation of action plans related to the unit;</li> <li>▪ Implement quality audits to TVET institutions and stakeholders for mathematics, physics, chemistry and computer science based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Implement mentoring and coaching quality management to TVET institutions and stakeholders for mathematics, physics, chemistry and computer science based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Implement the communication and data management on quality audits, mentoring and coaching regarding mathematics, physics, chemistry and computer science through TVET Management Information System;</li> </ul>	<p>Bachelor’s Degree in Science (Mathematics/Physics/Computer Science) with Education or Bachelor’s Degree in Science (Mathematics/Physics/Computer Science) with Post Graduate Diploma in Education (PGDE).</p> <p><b>Key Technical Skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda education system and policies;</li> <li>- Knowledge of international learning best practices;</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Implement capacity building of quality assurance staff regarding mathematics, physics, chemistry and computer science in WDA, RP, IPRCs, Districts and Sectors;</li> <li>▪ Implement communication and collaboration on quality audits, mentoring and coaching regarding mathematics, physics, chemistry and computer science between WDA, RP, Districts, Sectors and TVET institutions;</li> <li>▪ Provide technical and professional advice to her/his supervisor on TVET quality assurance regarding mathematics, physics, chemistry and computer science;</li> <li>▪ Collaborate in the setup of the standards, norms, criteria and indicators for accreditation/licensing/quality assurance;</li> <li>▪ Collaborate in the preparation of procedural and operational guidelines between general inspectorate, Districts and TVET institutions;</li> <li>▪ Prepare and submit reports on quality assurance regarding mathematics, physics, chemistry and computer science in TVET institutions;</li> <li>▪ Carry out any other task assigned by her/his supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
16.	2	<b>Agriculture Quality Assurance Officer</b>	<ul style="list-style-type: none"> <li>▪ Participate in and elaborate the development and implementation of action plans related to the unit;</li> <li>▪ Implement quality audits to TVET institutions and stakeholders for agriculture based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Implement mentoring and coaching quality management to TVET institutions and stakeholders for agriculture based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Implement the communication and data management on quality audits, mentoring and coaching regarding agriculture through TVET Management Information System;</li> <li>▪ Implement capacity building of quality assurance staff regarding agriculture in WDA, RP, IPRCs, Districts and Sectors;</li> <li>▪ Implement communication and collaboration on quality audits,</li> </ul>	<p>Bachelor's Degree in Agriculture with Education or Bachelor's Degree in Agriculture with Post Graduate Diploma in Education (PGDE).</p> <p><b>Key Technical Skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common</li> </ul>



			<ul style="list-style-type: none"> <li>mentoring and coaching regarding agriculture between WDA, RP, Districts, Sectors and TVET institutions;</li> <li>▪ Provide technical and professional advice to her/his supervisor on TVET quality assurance regarding agriculture;</li> <li>▪ Collaborate in the setup of the standards, norms, criteria and indicators for accreditation/licensing/quality assurance;</li> <li>▪ Collaborate in the preparation of procedural and operational guidelines between general inspectorate, Districts and TVET institutions;</li> <li>▪ Prepare and submit reports on quality assurance regarding agriculture in TVET institutions;</li> <li>▪ Carry out any other task assigned by her/his supervisor.</li> </ul>	<p>inspection reporting &amp; feedback approaches;</p> <ul style="list-style-type: none"> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
17.	1	<b>English, French and Kiswahili Quality Assurance Officer</b>	<ul style="list-style-type: none"> <li>▪ Participate in and elaborate the development and implementation of action plans related to the unit;</li> <li>▪ Implement quality audits to TVET institutions and stakeholders for languages based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Implement mentoring and coaching quality management to TVET institutions and stakeholders for languages based on approved standards, norms, criteria and indicators of accreditation and quality assurance;</li> <li>▪ Implement the communication and data management on quality audits, mentoring and coaching regarding languages through TVET Management Information System;</li> <li>▪ Implement capacity building of quality assurance staff regarding languages in WDA, RP, IPRCs, Districts and Sectors;</li> <li>▪ Implement communication and collaboration on quality audits, mentoring and coaching regarding languages between WDA, RP, Districts, Sectors and TVET institutions;</li> <li>▪ Provide technical and professional advice to her/his supervisor on TVET quality assurance regarding languages;</li> <li>▪ Collaborate in the setup of the standards, norms, criteria and indicators for accreditation/licensing/quality assurance;</li> </ul>	<p>Bachelor’s Degree in Education Sciences, Literature and Linguistic with Education or Bachelor’s Degree in Literature and Linguistic with Education with Post Graduate Diploma in Education (PGDE).</p> <p><b>Key Technical Skills and Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Collaborate in the preparation of procedural and operational guidelines between general inspectorate, Districts and TVET institutions;</li> <li>▪ Prepare and submit reports on quality assurance regarding languages in TVET institutions;</li> <li>▪ Carry out any other task assigned by her/his supervisor</li> </ul>	<ul style="list-style-type: none"> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>
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**Application guidelines:**

- For the additional information regarding Job Description and Qualifications required for the aforementioned positions please visit the following link: [www.wda.gov.rw/en/vacancies](http://www.wda.gov.rw/en/vacancies) or [www.mifotra.gov.rw](http://www.mifotra.gov.rw) /Rwanda Civil Service Recruitment Portal or at <http://recruitment.mifotra.gov.rw/>
- Interested candidates fulfilling the requirements **should apply using E-recruitment** as mentioned above.
- Submission deadline is .....

**Jerome GASANA**

**Director General**