



WORKFORCE DEVELOPMENT AUTHORITY – WDA

Empowering people with employable skills and entrepreneurship capacity

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VACANCIES ANNOUNCEMENT

WDA wishes to recruit competent personnel to fill vacant positions in its Single project implementation Unit (SPIU). The following are vacant positions:

1. JOB TITLE: TVET Specialist (Under contract)

Level: 3.III

Number of Positions: 1

Organization: Workforce Development Authority

Report to: TVET Technical Assistance Pooled Fund Program Manager

JOB DESCRIPTION

Development and Design of the TVET TAPF Action Plans

- Mapping out yearly action plans of the TVET TAPF with various stakeholders.
- Organizing, coordinating and carrying out stakeholder workshops for the yearly action plans to be approved.

Coordination, Supervision and Implementation of the TVET TAPF

- Coordinating and implementing the action plans successfully.
- Supervising implementors to facilitate each activity in the action plans.
- Ensuring high quality of deliverables in the TVET TAPF within the specified timelines.

Documentation and Reporting

- Preparing draft technical documents, such as technical/concept notes, implementation reports and/or deliverables, regarding activities in the TVET TAPF within the specified timeline.
- Preparing draft monthly and yearly financial and implementation reports of the TVET TAPF within the specified timeline.
- Supporting preparation of necessary documents, such as survey, monitoring & evaluation, quality assurance and completion reports, for the TVET TAPF.

Technical Assistance and Policy Dialogue

- Providing technical assistance and strategic advice to relevant stakeholders, including members of the internal team, implementators, GoR counterparts and development partners, with respects to the TVET TAPF.
- Supporting strategic policy dialogue in various meetings, especially including the meetings of Sector Working Group, Steering Committee and Technical Advisory Group, to facilitate the TVET TAPF.

JOB PROFILE

- Bachelor's degree in Education or Engineering with postgraduate in Technical Education,
- Masters Education or Engineering with postgraduate in Technical Education,
- Certifications related to Training of Trainers, Pedagogy, Accreditation & Quality Assurance, Monitoring & Evaluation and/or other relevant TVET field are advantages.
- A minimum of three (3) years of professional experience in the TVET field.
- A minimum of one (1) year of professional experience in Training of Trainers and/or Accreditation & Quality Assurance is essential.

2. JOB TITLE: Administrative Assistant (Under contract)

Level: 7.III

Number of Positions: 1

Organization: Workforce Development Authority

Report to: TVET Technical Assistance Pooled Fund Program Manager

JOB DESCRIPTION

Administrative and Logistical Management for the TVET TAPF

- Managing any logistical and administrative tasks for the TVET TAPF activities.
- Ensuring that all required office logistics and administrative tasks for the TVET TAPF.
- Ensuring liaison with the internal team members and/or stakeholders, regarding the TVET TAPF schedules, information, documents and/or tasks.
- Properly assisting in accounting tasks of the TVET TAPF.

Document Management for the TVET TAPF

- Professionally filing and managing both soft and hard documents for the TVET TAPF.
- Receiving and dispatching both letters and e-mails for the TVET TAPF.
- Assisting in any documentation works, such as writing official letters and reading documents.

Schedule Management for the TVET TAPF

- Managing and arranging schedules of the TVET TAPF team.
- Preparing and supporting the meetings, missions, workshops, travels and other events for the TVET TAPF activities.
- Receiving and orienting visitors for the TVET TAPF activities.

JOB PROFILE

- A1 in Secretariat Studies, Office Management or Bachelor's degree in Secretariat Studies, Public Administration, Office Management and Administrative Science.
- Professional experience in secretariat tasks is desirable.
- Experience working with international Development Partners is an advantage.

3. JOB TITLE: Driver (Under contract)

Level: 12.III

Number of Positions: 1

Organization: Workforce Development Authority

Report to: TVET Technical Assistance Pooled Fund Program Manager

JOB DESCRIPTION

Under supervision of the TVET TAPF Program Manager, she or he will be assigned the following, but not limited to, duties and accountabilities:

Reliable and Secure Driving Services

- Driving vehicles reliably and safely for the transport regarding the TVET TAPF activities.
- Collecting and delivering mail, documents and other items related to the TVET TAPF.
- Ensuring proper use of vehicles.
- Ensuring immediate required steps in case of involvement in any accidents.

Proper Maintenance of Vehicle

- Ensuring the day-to-day maintenance of the assigned vehicle.
- Performing minor repairs and arranging for major repairs for the assigned vehicle.
- Ensuring the assigned vehicle is kept clean.
- Ensuring availability of all required documents/supplies, including driving license, vehicle insurance, yellow card, technical control license, vehicle logs, office directory, map of the city/country, first aid kit, necessary spare parts and etc.

JOB PROFILE

- O Level Certificate with a Valid Driving (B and D) License with 3 working experience as a Driver
- Be able to communicate in French or English
- Having experience of motor vehicle mechanics
- Experience working for international development partners and/or the governments in Rwanda is an advantage.

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 and www.mifotra.gov.rw or Rwanda Civil Service Recruitment Portal <http://recruitment.mifotra.gov.rw/>
- Interested candidates meeting the requirements **should apply using E-recruitment** as mentioned above.
- Submission deadline is ...12/12/2017.....


Jerome GASANA
Director General

