



**National Commission of Science and Technology**

P.O.BOX 2285, KIGALI

**JOB VACANCY ANOUNCEMENT**

In the framework of strengthening its Human Resource Capacity, the National Commission of Science and Technology, is recruiting highly qualified and motivated candidates to fill the following open position.

Job Title	Responsibilities/Attributions	Job Profile
<p><b>Human Resource Management Specialist</b> for the National Commission of Science and Technology (NCST)</p> <p>(1 Position)</p>	<p><b>Main Responsibilities-</b></p> <ol style="list-style-type: none"> <li>1. Conduct and /or supervise research, policy and strategy on matters of HR in the Institution;</li> <li>2. Design policy and strategy proposals as well as programs and projects in matters of HR in public service;</li> <li>3. Analyze Job requirements and prepare job descriptions and job specifications for recruitment , job evaluations and other purposes;</li> <li>4. Identify strategic and operational capacity building needs of the institution;</li> <li>5. Formulate staff development strategies and programs especially in staff training and supervise its implementation;</li> <li>6. Provide advice to the institution on: recruitment, performance management, including HR needs assessment, HR forecasting, planning and management, capacity development and training, scholarship schemes, payroll management, and other HR</li> </ol>	<p>Master’s Degree in Human Resource Management or A0 In Human Resource Management or Management with 3 years of working experience.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>• Deep knowledge of Rwanda Public Servants and Labour Law</li> <li>• Knowledge in Conflict Management;</li> <li>• Organizational Skills;</li> <li>• Computer skills. Any knowledge in IPPIS is an advantage;</li> <li>• Interview skills;</li> </ul>

	<p>aspects including pension schemes, utilization of ICT to manage HR;</p> <ol style="list-style-type: none"> <li>7. Initiate budget proposals for the HR department;</li> <li>8. Enforce and coordinate periodic staff performance appraisal/ evaluation exercise;</li> <li>9. Play an advisory role for institution's staff on HR policies and procedures;</li> <li>10. Monitor or establish payment statements (Staff salaries, and benefits) and regularly verify the statutory contributions and all legal deductions;</li> <li>11. Prepare, monitor and evaluate the organization recruits the best people and selection process to ensure that the organization recruits the best people for advertised jobs and ensure the compliance with legislation and best practice related to equal opportunities;</li> <li>12. Play advocacy role and ensure the staff's welfare.</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of regulations applying to payroll procedures;</li> <li>• Knowledge of Human Resource Concept practices, policies, and procedures;</li> <li>• Communication skills</li> <li>• Analytical skills;</li> <li>• Judgment and decision making skills;</li> <li>• Complex Problem Solving;</li> <li>• Time management skills;</li> <li>• Team working skills</li> <li>• Fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>Additional knowledge in finance management is an added value</p>
--	---	--

The interested Candidates are invited to fill in an Application Form found on our website: [www.ncst.gov.rw](http://www.ncst.gov.rw) or on public Service Commission and accompany it with a **non-certified copy of his/her degree(s), a Detailed Curriculum Vitae, a copy of the Identity Card and 1 Passport photograph**. These documents should be submitted at the reception in the Office of the National Commission of Science and Technology not later than Friday **2<sup>nd</sup> September 2016 at 5:00pm**.

**Dr. Ignace GATARE**

**DG NCST**

**Cc:** - Hon. Minister of Public Service and Labor  
- Executive Secretary of Public Service Commission