



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



TERMS OF REFERENCE FOR RECRUITMENT OF 7 VACANT JOB VACANCIES IN THE NATIONAL ELECTORAL COMMISSION (NEC)

The National Electoral Commission (NEC) is an Independent Government financed Institution charged with the preparation and conduct of all Elections and training in the areas of Voter and Electoral Civic Education to promote electoral democracy in Rwanda . It is in this regard that the National Electoral Commission wishes to recruit suitable candidates to fill the following vacant Positions :

S/ N°	POSITIONS	NUMBER OF POSTS	JOB DESCRIPTIONS or KEY RESPONSABILITIES	MINIMUM ACADEMIC QUALIFICATION AND PROFESIONAL EXPERIENCE
1	Provincial and Kigali City Coordinator of Electoral Operations	5	<ul style="list-style-type: none">• Representing the National Electoral Commission in the Province or City of Kigali;• Working closely with Provincial and District authorities in their support to electoral activities;• Coordinating electoral activities as well as Electoral Civic Education activities in the province and City of Kigali;• Proposing to the National Electoral Commission Leadership polling centers and stations to be used for elections in the Province and City of Kigali;• Proposing to the National Electoral Commission leadership numbers and nature of election materials to be used in elections in the Province and City of Kigali;• Managing and Coordinating the activities of electoral zone coordinators and election officers	A0 in Political Sciences, Public Administration, Administrative Sciences, Development Studies, Management, Business Administration, International relations, History, Law, Sociology, Demography, Education Studies with at least 3 years working experiences or Master's degree in Political Sciences, Public Administration , Administrative Sciences, Development Studies, Management, Business Administration, International relations, History, Law, Sociology, Demography, Education Studies

			<p>in the Province and City of Kigali;</p> <ul style="list-style-type: none"> • Proposing to the leadership of the National Electoral Commission specific Electoral Civic Education Programs to be undertaken in the province or City of Kigali; • Regularly providing to the National Electoral Commission leadership timely and relevant information that is necessary for successful management of electoral activities in the Province or City of Kigali; • Disseminating information on the National Electoral Commission activities in the Province or City of Kigali where he/she is based; • Centralizing, analyzing and monitoring electoral zone coordinators and election officers' programs and activity reports; • Maintaining monthly, quarterly and annual assessment and performance evaluation of zone electoral coordinators and election officers; • Supervising the preparation of the electoral list in the Province or City of Kigali where he/she is based; • Planning the execution, coordinating and ensuring monitoring of the electoral civic education programme in the Province or City of Kigali where he/she is based; • Managing the assets of the National Electoral Commission in the Province or City of Kigali where she/he is based; • Managing the budget allocated for electoral activities in the Province or City of Kigali where 	
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			<p>she/he is based;</p> <ul style="list-style-type: none"> • Preparing monthly, quarterly and annual progress reports and whenever required; • Performing any other duties as may be assigned to him/her by the National Electoral Commission authorities. 	
2	Human Resource Management Specialist	1	<ul style="list-style-type: none"> • Advising the National Electoral Commission Authorities on Human Resources Management Policies, Strategies and Programmes in Relation to existing Human Resources Management Law, Rules and Regulations; • Planning and coordinating staff recruitment activities in the National Electoral Commission; • Planning and Coordinating performance Evaluation and appraisal of National Electoral Commission Staff; • Advise the NEC Authorities on appropriate Staff welfare policies, strategies and programs in relation to the laws, regulations and rules in place; • Advising the National Electoral Commission on staffing, promotions and capacity building strategies and programs; • Designing NEC Human Resources development Strategic Plan; • Designing NEC Human Resources Annual capacity building programmes; • Preparing monthly, quarterly and annual progress reports and 	<p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with atleast 3 years of working experience or Master's degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management</p>

			<p>whenever required</p> <ul style="list-style-type: none"> Performing any other duties as may be assigned to him/her by the National Electoral Commission authorities 	
3	Database and Software Managent Specialist	1	<ul style="list-style-type: none"> Consulting with primary stakeholders, users and senior management to conduct user needs analysis and develop database management systems solutions. Supports staff and management users. Determining hardware and software required to implement database solutions. Analyzing requested database changes for systems impact. Designing, developing, installing, implementing and integrating relational databases including user interfaces. Creating and implementing programming scripts and procedures to maintain consistent and accurate data during transfer, storage and retrieval. Converting electronic data from original formats into system-compatible formats. Creating technical and non-technical documentation. Monitoring database system availability and overall functionality and optimizes database performance. Installing, implementing, testing 	<p>Master in Computer Sciences (Programming) or A0 in Computer Sciences (Programming) with at least 3 years working experiences</p>

			<p>and maintaining relational database software including patches updating and upgrading related hardware.</p> <ul style="list-style-type: none">• Establishing and coordinating database user access and privileges. Implementing data security protocols. Implementing and maintaining database backup and disaster recovery procedures.• Participating as a team member on database design and development projects.• Initiating and adapting software packages by operating necessary relevant modifications;• Collecting, processing and analyzing elections-related data;• Preparing tools for registration and updating of the computer-based Election operations database and producing all relevant materials (electoral lists, voters' cards, ballot papers, etc.);• Management and operationalization of software in use in NEC;• Centralizing all data from elections, summarizing them and producing all relevant statistics;• Ensuring the protection of electoral data;• Participating in the development	
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			<p>and updating of the computer-based election file management programmes;</p> <ul style="list-style-type: none"> • Managing the National Electoral Commission Web site and online services; • Preparing monthly, quarterly and annual progress reports and whenever required; • Performing any other duties as may be assigned to him/her by the National Electoral Commission authorities. 	
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Key competencies

- Good interpersonal and leadership skills
- Good communication skills
- Advanced computer skills
- A team Player
- Proficiency in Kinyarwanda, English and or French
- Immediate availability

Prospective candidates for Provincial Coordinator of Electoral Operations should be ready to live and work on a full time basis in NEC field offices.

Application procedure :

Qualifying and interested candidates must send their application documents to the Executive Secretary of the National Electoral Commission, and the application must consist of a well filled application form, A copy of the National Identity Card, and non –notified copies of academic documents. Application documents must reach NEC reception Office located at NEC/RRA/AG complex in Kimihurura not later than 16th October, 2014 at 5Pm.

For more details and the application forms, please visit the public service commission website on www.psc.gov.rw or NEC website www.nec.gov.rw

Done at Kigali on, 9th October ,2014

**MUNYANEZA Charles
Executive Secretary
National Electoral Commission**