



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



JOB DISCRIPTION FOR VACANT POSITIONS 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 Civic Education to promote electoral democracy in Rwanda. It is in this regard that the National Electoral Commission(NEC) wishes to recruit suitable and qualified candidates to fill the following vacant positions :

S/N°	POSITION	NUMBER OF POSTS	JOB DISCRIPTION/Attributions	MINIMUM ACADEMIC QUALIFICATION AND PROFESSIONAL EXPRIENCE
1	Data base and Software Mangement Specialist	1	<ul style="list-style-type: none">• Consult primary stakeholders, users and Senior management to conduct user needs analysis and develop database management system solutions as well as supporting staff and management users.• Determines hardware, software and other required resources in election management operations to implement database solutions.• Designs, develops, installs, implements and integrates related databases including user interfaces.	Masters in Computer Sciences(Programming) or A0 in Computer Sciences(Programming) with at least 3 years of working exprience Key Technical Skills & Knowledge required: <ul style="list-style-type: none">- Excellent IT Skills- organisational Skills- Management skills

			<ul style="list-style-type: none"> • Creates and implements programming scripts and procedures to maintain consistent and accurate data during transfer, storage and retrieval. Converts electronic data from original formats into system-compatible formats. Creates technical and non-technical documentation. • Monitors database system availability and overall functionality and optimizes database performance. • Installs, implements, tests and maintains relational database software including patches, updates and upgrades and related hardware. • Establishes and coordinates database user access and privileges. Implements data security protocols. Implements and maintains database backup and disaster recovery procedures. • Leads team members on database design and development projects. • Initiate and adapt software packages by operating necessary relevant modifications; • Collecting, processing and analyzing elections-related data; • Preparing tools for the registration and updating of the computer-based Election operations database and producing all relevant materials (electoral lists, voters' cards, etc.); • Management and operationalization of software in use at NEC; • Centralizing all data from elections, summarizing them and producing all relevant statistics; • Ensuring the protection of electoral data; • Participating in the development and updating of the computer-based election file management programmes; • Managing the National Electoral Commission's Web site and online services; 	<ul style="list-style-type: none"> - Experience working under pressure. - Strong communication and interpersonal skills. - Strong organization skills - Fluent in Kinyarwanda, English and/or French knowledge.
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			<ul style="list-style-type: none"> • Preparing monthly, quarterly and annual progress reports and whenever required; • Performing any other duties as may be ascribed to him/her by the National Electoral Commission Management. 	
2	Electoral Zone Coordinator	3	<ul style="list-style-type: none"> • Representing NEC in the electoral zones; • Proposing electoral civic Education activities to be implemented in the electoral zone; • Implementing and coordinating electoral activities in the electoral zones including electoral civic education programs; • Managing a database of all electoral staff including election volunteers in the electoral zones; • Proposing polling centers and stations to be used during elections; • Preparing and coordinating electoral staff training activities in the electoral zone; • Proposing the number of electoral staff including election volunteers to be used during elections; • Managing budget allocated to the electoral zones for use in election activities; • Liaising with district authorities in areas of electoral civic education and public awareness; • Preparing monthly, quarterly, and annual activity reports and submitting them to provincial coordinators of electoral Operations; • Performing any other duties as may be ascribed to him/her by the National Electoral Commission Management. 	<p>A0 in Political sciences, Public Administration, Administrative Sciences, International relations, sociology, social work, Law, History, Communication, Demography and Education sciences.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Government programmes and policies. - Civic Education Skills - Strategy and policy skills - Strong management skills - Planning and organizational skills - Communication skills - Analysis and using evidence - knowledge of Managing staff and a team - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage

3	Election Civic Education Program Officer	1	<ul style="list-style-type: none"> • Proposing to the National Electoral Commission Management, Electoral Civic Education programme, curriculum and training manuals; • Preparing and proposing to the National Electoral Commission Authorities specific operation plans for implementation of annual Electoral Civic Education programs; • Proposing to the National Electoral Commission Management, Electoral Civic Education needs assessment mechanisms and strategies; • Proposing to the National Electoral Commission Authorities Monthly, Quarterly and Annual Electoral Civic Education Monitoring and Evaluation plans and Strategies; • Coordinating Quarterly and annual electoral civic education programmes evaluation; • Preparing weekly, monthly, quarterly and annual activity reports in relation to the job description; • Performing any other duties as may be assigned by the National Electoral Commission Management 	<p>A0 in Political sciences, Public Administration, Administrative Sciences, International relations, sociology, social work, Demography, Education sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Government programmes and policies. - Civic Education Skills - Strategy and policy skills - Strong management skills - Planning and organizational skills - Communication skills - Analysis and using evidence - knowledge of Managing staff and a team - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
4	Pool of Elections Officer	3	<ul style="list-style-type: none"> • Coordinate and Monitor implementation of Electoral activities in Electoral Zones; • Undertaking Election Management training needs assessment for the National Electoral Commission field staff and election volunteers; • Monitoring and evaluating election management training programs for the National Electoral Commission staff and volunteers; 	<p>A0 in Political sciences, Public Administration, Administrative Sciences, International relations, sociology, social work, Law, Communication, History, Demography, Education Sciences, Management, Business Administration</p>

			<ul style="list-style-type: none"> • Liaising with District Authorities on electoral and civic education activities. • Preparing progressive reports on election management capacity building programs for the National Electoral Commission staff and volunteers; • Consolidating Weekly, Monthly, Quarterly and annual action plans and activity reports from Provincial and City of Kigali Coordinators of electoral operations; • Preparing Weekly, Monthly, Quarterly and annual draft activity reports for the General Directorate of Electoral Operations; • Monitor and Report on the utilization of financial resources used in electoral zones for electoral and civic education activities; • Preparing monthly, quarterly and annual activity reports in relation to the Job descriptions; • Performing any other duties as may be assigned by the National Electoral Commission Authorities. 	<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Government programmes and policies; - Strategy and policy skills; - Strong management skills; - Planning and organizational skills; - Communication skills; - Analysis and using evidence; - knowledge of Managing staff and a team; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
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Application procedure :

Qualifying and interested candidates must send their application documents addressed 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.

N.B : Application documents must reach NEC reception Office located at NEC/RRA/AG complex in Kimihurura not later than 31st July, 2015 at 17.00Pm. 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, 23rd July, 2015

The image shows a handwritten signature in blue ink to the left of a circular official seal. The seal features a central emblem with a sun, a book, and a scale, surrounded by the text 'KOMISIYO Y'IGIHUGU Y'AMATORA' and 'COMMISSION NATIONALE D'ELECTORAL'.

MUNYANEZA Charles
Executive Secretary
National Electoral Commission