



SOUTHERN PROVINCE  
NYARUGURU DISTRICT

E-mail: [info@nyaruguru.gov.rw](mailto:info@nyaruguru.gov.rw)

Website: [www.nyaruguru.gov.rw](http://www.nyaruguru.gov.rw)

### JOB ANNOUNCEMENT

Nyaruguru District wishes to recruit the public servant on the following vacant position:

S/N	VACANT POSITION	NUMBER OF EMPLOYEES	QUALIFICATION	KEY TECHNICAL SKILLS & KNOWLEDGE REQUIRED
1	Executive Secretary of the District	1	A0 in Sciences, Arts and Social Sciences with 5 years working Experience; Law, Social Sciences, Business Administration, Master's Degree in Sciences, Arts and Social Sciences with 3 years working Experience	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Extensive knowledge and understanding of the central and local Government functionality</li> <li>• Good knowledge of government policy-making processes</li> <li>• Analytical, problem-solving and critical thinking skills</li> <li>• Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes</li> <li>• Able to work well with both internal and external clients</li> <li>• Fluent in Kinyarwanda, English and /or French; knowledge of all is an advantage.</li> </ul>

All interested, qualified and competent applicants should submit their applications through the District E-mail ([recruitment@nyaruguru.gov.rw](mailto:recruitment@nyaruguru.gov.rw)) from April 20<sup>th</sup>, 2021 up to April 28<sup>th</sup>, 2021.

#### The required documents are as follows:

- Fill and complete the application form which can be found on District website ([www.nyaruguru.gov.rw](http://www.nyaruguru.gov.rw)) and Public service commission website ([www.psc.gov.rw](http://www.psc.gov.rw));
- Photocopy of degree ;
- Photocopy of National Identity card.

GASHEMA Janvier  
Acting Mayor of Nyaruguru District

