



**MINISTRY OF SPORTS AND CULTURE**

**Job Advertisement**

**1. Job Title: Human Resource Management Specialist (Re-Advertised)**

**Main duties and responsibilities**

- Conduct and /or supervise research, policy and strategy analysis on matters of HR in the Institution;
- Design Policy and strategy proposals as well as programs and projects in matters of HR for the Ministry;
- Analyze job requirements and prepare job descriptions and job specifications for recruitment, job evaluation and other purposes;
- Identify strategic and operational capacity building and development needs of the Institution;
- Formulate staff development strategies and programs especially in staff training and supervise their implementation;
- Provide advice to the Institution on: recruitment, performance management including evaluation, HR needs assessment, HR forecasting, planning and management, capacity development and training, scholarships schemes, competence profiling, skills inventory, HRM information systems, leadership development, and other aspects of HRM including pension schemes, pay roll management, incentive schemes, utilization of ICT to manage HR;
- Initiate budget proposals for the HR Department;
- Enforce and coordinate periodic staff performance appraisal/evaluation exercises;
- Play an advisory role for Institution's staff on HR policies and procedures;
- Monitor or establish payment statements (staff salaries and benefits) and regularly verify statutory contributions and all legal deductions;
- Prepare, Monitor and evaluate the organization's recruitment 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;
- Play advocacy role & ensure the staff's welfare.

## **Qualification required**

A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management.

### **Key Technical Skills & Knowledge required:**

- Deep knowledge of Rwandan public service and labor laws;
- Knowledge in Conflict Management;
- Knowledge of the regulations applying to payroll procedures
- Knowledge of human resources concepts, practices, policies, and procedures;
- Problem Solving Skills;
- Computer Skills;
- Judgment & Decision Making Skills;
- Time management Skills;
- Interview Skills;
- High analytical Skills;
- Team working Skills;
- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage

## **2. Job title: Inspection, Promotion and Outreach**

- Sensitization campaign on good records and archives management in both public and private sectors
- Provide guidance to record and archive managers on proper records and archive management
- Train record and archive managers on File plan elaboration and record retention and disposal
- Monitor compliance to records and archive keeping policies, standards and procedures in public institutions
- Identify and participate in opportunities to market Archives' unit services to the individuals and organizations in the community through exhibitions, events and other programs
- Assess on a regular basis the records and archive management status and advise appropriate strategies for improvement
- Any other duties assigned to him/her

## **Qualification required**

A0 in Archives Sciences, Records Management, Education Sciences, History or related field with over 2 years in records management.

**Key Technical Skills & Knowledge required:**

- Excellent knowledge in records and Archives management;
- Deep Knowledge of records and Archives concepts, practices, policies, and procedures;
- Good knowledge in Computer Skills;
- Judgment & Decision Making Skills;
- High analytical Skills;
- Team working Skills;
- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage

**How to apply:**

Application forms can be collected from the Human Resources office of the Ministry of Sports and Culture or downloaded from Public Service Commission's website ([www.psc.gov.rw](http://www.psc.gov.rw))

A completed Job application form, curriculum vitae, a copy of national identity card, Service Certificates and degree certificate(s) should be submitted to the Human Resource office of MINISPOC on Tuesday 5<sup>th</sup> July 2016 at 4pm.

**Lt.Col. Patrice RUGAMBWA**  
**Permanent Secretary**