



*Republic of Rwanda
City of Kigali*



VACANCY ANNOUNCEMENT

The City of Kigali seeks to recruit high qualified professional, experienced, self-motivated and hardworking expert that will perform for the position of **Project Coordinator for Kigali Urban Development Project**.

Contract duration: One year renewable.

Description of Duties:

- Overall project coordination between staff, partner agencies and consultants working on the Kigali Urban Upgrading Pilot Project (KUUPP);
- Responsible for managing all project components from planning, through detailed design, cost estimation, bidding, procurement and contract negotiation phases;
- Responsible for KUUPP project and contract accounting, construction supervision and contract management procedures, monitoring and evaluation of technical activities against Project Implementation Plan;
- Responsible for Social Aspects and Community Participation Planning and Implementation activities for the KUUPP;
- Responsible for reporting monthly and quarterly progress reports to CoK and for compiling Quarterly Reports for World Bank;
- Responsible for developing guidelines for a comprehensive Citywide Urban Upgrading Strategy (Vision, Goals, Priorities, Initiatives) with associated Resettlement Action Plan, Project Implementation and Project Monitoring and Evaluation frameworks;

Qualifications and Experience:

- An internationally recognized engineering or planning qualification;
- A minimum of 10 – 15 years of working experience in developing countries on urban development projects (must include experience working in Africa);
- Experience in the planning, design and implementation of urban upgrading projects that involve improving basic services and infrastructure to low-income areas/communities, particularly those adopting a participatory approach;
- Project management experience that includes planning, engineering design and cost estimation for the following project components: Primary, secondary and tertiary drainage; roads and footways; street lighting; water supply network augmentation; sanitation; minor building works and building rehabilitation;
- Experience with procurement of contracts for consultancy services, good and
- Good knowledge of donor supported projects and, preferably, of World Bank procedures, particularly procurement procedures, contract documentation and conditions of contract.



- Experience working with local government and managing teams on Technical Assistance assignments in developing countries;
- Experience working on capacity building projects or project components;
- Experience that demonstrates ability to advise and assist technicians/managers from the City of Kigali and other Agencies (Housing Authority, Utility Agencies, etc.), consultants and any other members of the Technical Assistance Team (both international and national) working on the current or future upgrading projects in Rwanda;
- Strong Interpersonal skills such as to develop good relations with City Engineer/Urban Upgrading Team staff at all levels as well as others involved with the project;

Preferred Qualifications:

- Knowledge of resettlement housing schemes, land and housing management systems, micro-finance schemes for housing improvements and capacity building/training initiatives;
- Project management, accounting, contract management and construction supervision, resettlement and environmental issues related to urban projects;
- Experience working with donor agencies;

APPLICATION

The application should comprise the following documents:

- Application form;
- Detailed CV (curriculum vitae)
- Scanned copy of the required degree and professional certificate;
- Copy of Identity card.

Interested and qualified candidates should submit or send the above mentioned documents not later than 2 October, 2015 at 5:00 pm, to the address below:

City of Kigali Office, P.O. Box: 3527 Kigali,
 Website: www.kigalicity.gov.rw, E-mail: info@kigalicity.gov.rw
 Contact Person: BANAMWANA Yvette, Human Resources Management Officer, Tel: 0788 819 534,

Late applications will be rejected and only successful candidates will be contacted for interview.

This advert can be found on the City of Kigali website for further information.

Done at Kigali, 25 September, 2015



KAYITESI Charlotte
Ag. Director General of Corporate Services,
City of Kigali

