

REPUBLIC OF RWANDA



NATIONAL PUBLIC SERVICE COMMISSION
P.O.BOX 6913 KIGALI

TERMS OF REFERENCE FOR RECRUITMENT OF 6 JOB VACANCIES IN THE NATIONAL PUBLIC SERVICE COMMISSION

The National Public Service Commission (NPSC) is an independent national institution established by the law N° 67/2018 of 30/08/2018 determining the responsibilities, organisation and functioning of National Public Service Commission, with the main mission of overseeing the implementation by public institutions of policies, principles and laws relating to recruitment and management of public servants. It is in this regard that the National Public Service Commission wishes to recruit suitable candidates to fill the following vacant Positions:

S/ N	POSITIONS	NUMBE R OF POSTS	JOB DESCRIPTIONS or KEY RESPONSABILITIES	MINIMUM QUALIFICATION
1	Procurement officer	1	COORDINATE THE ANNUAL PROCUREMENT PLANNING PROCESS 1. Collect the information from users regarding tenders to be issued in a given Financial year; 2. Elaborate the procurement plan for the institution. COORDINATE THE IMPLEMENTATION OF THE PROCUREMENT PLAN	Bachelor's Degree in Procurement or Purchasing and Supply Chain Management. Recognized procurement professional certification is an added advantage. A holder of a Degree in Management, Accounting, Law, Public Finance, Economics or Civil Engineering with a professional certification such as: Chartered Institute of Procurement and Supply (CIPS), Certified International Procurement Professional (CIPP), Certified International Advanced Procurement Professional (CIAPP)

Email: info@npsc.gov.rw;
twitter@npscrwanda;

			<ol style="list-style-type: none"> 1. Follow up timely preparation of technical specifications/ToRs ; 2. Prepare tender documents; 3. Receive and safe keep bids documents; 4. Participate in opening and evaluation session of bids; <p>PRODUCE TENDERING REPORTS AND PREPARE NOTIFICATION LETTER FOR BIDDERS.</p> <ol style="list-style-type: none"> 1. Ensure proper Contract administration 3. Organize and participate in contract negotiation; 4. Draft contracts for successful bidders; 5. Follow-up contracts execution and completion in collaboration with the contract managers; <p>ENSURE THE FILING AND REPORTING</p> <ol style="list-style-type: none"> 1. Act as Secretary to the institution’s tender committee. 2. Produce periodical reports on procurement activities; 3. Ensure the filing of tender documents; 4. Ensure a proper and safe filling system for procurement information; 	<p>or any other recognized procurement professional certification is eligible.</p> <p>A transition period for professional certification requirement is three (3) years starting from 01st January, 2021. However, a new entrant without the required professional certification for a given job position shall not be eligible, one (1) year before the expiration of the transition period.</p> <p>Required competencies and Key technical skills</p> <ul style="list-style-type: none"> - Understanding of public procurement laws and procedures; - Experience of working with E-government, procurement system or other procurement software; - Knowledge of procurement techniques as well as in market practices; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/ or French. <p>Knowledge of all is an added advantage.</p>
2	HRM Monitoring & Evaluation Officer	1	<p>MONITOR NPSC RESOLUTIONS</p> <ol style="list-style-type: none"> 1. Prepare M&E action plan; 2. Establish monitoring and evaluation guidelines, tools and mechanisms for NPSC resolutions; 3. Work closely with concerned staff on pending resolutions; 4. Follow up on timely basis the implementation of NPSC resolutions by the concerned Public Institutions; 5. Develop and strengthen external and stakeholders relationships to ease the implementation, 	<p>Bachelor’s Degree in Human Resources Management, Public Administration, Administrative Sciences, Monitoring and Evaluation, Management or Business Administration.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills;

			<p>6. Make follow ups on the outcome and provide advice on the way forward</p> <p>TO ENSURE EVALUATION OF NPSC RESOLUTIONS</p> <p>1. Organize meetings between NPSC and public Institutions on pending resolutions;</p> <p>2. Produce monthly, quarterly and annually reports on the status of the NPSC resolutions for submission to concerned authorities;</p>	<ul style="list-style-type: none"> - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/ or French. <p>Knowledge of all is an added advantage.</p>
3	Documentation & Archives Officer	1	<p>FILING DOCUMENTS</p> <p>1. Receive and filing documents, Organise the documentation and the archives of each unit;</p> <p>2. Analyse and transmit the corresponding reports stating</p> <p>3. Enter documents into Database using the available software;</p> <p>4. Index and file documents according to the documentation policies, rules and regulations;</p> <p>5. Identify and propose documents for National Archives Services;</p> <p>MANAGE PERIODICALS</p> <p>1. Ensure the subscription for periodicals;</p> <p>2. Collect the official Gazettes regularly;</p> <p>3. Ensure that periodicals are supplied and dispatched to the users timely;</p> <p>4. To circulate information on articles published;</p> <p>MANAGEMENT OF THE LIBRARY</p> <p>1. Work with the users and identify the required Books for purchase;</p> <p>2. Process the request for the purchase;</p> <p>3. Ensure Books are given reference numbers safely kept;</p> <p>4. Lend out text books to the users and make sure they are returned timely;</p>	<p>Advanced Diploma (A1) in Library Sciences, Library and Information Studies, Documentation, Archival Studies, Archives, Information Management, Office Management or Arts and Publishing or Bachelor's Degree in Library Sciences, Library and Information Science, Documentation, Archival Studies, Archives, Information Management, Office Management or Arts and Publishing.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Knowledge of integrated document management; - Knowledge of archive management software; - Knowledge of the documentation management system (DMS); - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/ or French. <p>Knowledge of all is an added advantage.</p>

4	Professionalism & HRM audit officer	1	<p>AUDIT</p> <ol style="list-style-type: none"> 1. Prepare concept notes and participate in the Human Resource Management Audit in public institutions and provide appropriate recommendations to the audited institutions; 2. Conduct post-recruitment audit activities and provide appropriate recommendations to the audited institutions; 3. Work closely with HRM Monitoring & Evaluation Officer for proper implementation of recommendations related to Human Resource Management Audit and regularly report progress; <p>AWARENESS</p> <ol style="list-style-type: none"> 1. Participate in the review of laws, rules and procedures manual that govern Human Resource Management and provide proposal of amendments where necessary; 	<p>Bachelor's Degree in Human Resource Management, Human Capital Development, Public Administration, Administrative Sciences, Management or Business Administration.</p> <p>A professional certificate/course and experience in auditing is an added advantage.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/ or French. <p>Knowledge of all is an added advantage</p>
5	Professionalism Promotion Officer	5	<p>PROFESSIONAL PROMOTION</p> <ol style="list-style-type: none"> 1. Identify available documents on professionalism promotion and prepare assessment notes; 2. To prepare concept notes according to identified gaps, issues and trends and participate in the audit activity in public service on professional conduct and behaviour and provide appropriate recommendations; 3. Ensure that all public institutions internally promote professional conduct and behaviour at the technical and managerial levels through regular internal meetings; 4. In partnership with different stakeholders, to propose mechanisms of testing candidates during interviews on professional conduct and behaviour; 5. Ensure public institutions conduct due diligence before appointment of civil servants; 	<p>Bachelor's Degree in Human Resource Management, Human Capital Development, Management, Business Administration, Administrative Sciences or Public Administration.</p> <p>A recognized human resource professional certification or professional certificate/course and experience in audit is an added advantage.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented;

			<p>AWARENESS</p> <p>6. Prepare and participate on the sensitization of public servants on laws and regulations governing professional conduct and behaviour;</p> <p>7. Participate in the review of laws governing professional conduct and behaviour and propose amendments of identified gaps;</p> <p>8. Work closely with HRM Monitoring & Evaluation Officer for proper implementation of recommendations related to professionalism and regularly report progress</p>	<ul style="list-style-type: none"> - Digital literacy skills; - Fluency in Kinyarwanda, English and/ or French. <p>Knowledge of all is an added advantage.</p>
6	Human Resource Management Compliance Officer	6	<p>1. Analyze reports on staff recruitment competitions organized by public institutions and placement of staff;</p> <p>2. Assess and analyse HRM appeals and propose appropriate resolutions in accordance with the laws and regulations;</p> <p>3. Conduct investigations on HRM appeals and provide appropriate decisions;</p> <p>4. Sensitize public on laws and regulations governing H.R. Management in Public Service and produce reports;</p> <p>5. Conduct assessment on Loss incurred by Government institutions due to non-compliance of HRM;</p> <p>6. Provide advice to the Commission's clients on HRM laws and regulations;</p> <p>7. Update a database of cases of HRM appeals for future reference.</p>	<p>Bachelor's Degree in Law, Human Resource Management, Management, Business Administration, Administrative Sciences or Public Administration.</p> <p>A recognized Human Resource Professional Certification in CHRM, PHRi, SPHR, SHRM or any other recognized HR professional certification is an added advantage.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/ or French. <p>Knowledge of all is an added advantage.</p>

Common competencies to all positions

- Integrity;
- Creativity/innovation;
- Inclusiveness;
- Accountability;

Email: info@npsc.gov.rw;
[twitter@npscrwanda](https://twitter.com/npscrwanda);

- Communication;
- Teamwork;
- Client/citizen focus;
- Professionalism;
- Commitment to continuous learning.

Application procedure:

Qualified and interested candidates must send their application documents to the Executive Secretary of the National Public Service Commission, and the application must consist of an application letter, a well detailed CV, a copy of the National Identity Card, and non-notified copies of academic documents.

Application documents must be sent on info@npsc.gov.rw as one document not later than 3rd May, 2021 at 5Pm. For more details please call 3999

Done at Kigali on, 21th April, 2021

Angelina MUGANZA

Executive Secretary

National Public Service Commission

Email: info@npsc.gov.rw;
[twitter@npscrwanda](https://twitter.com/npscrwanda);