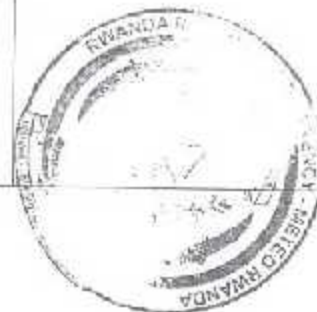


ADVERTISEMENT OF VACANT POSTS

Rwanda Meteorology Agency (Meteo Rwanda) is a government institution affiliated to the Ministry of Natural Resources, with mandate of providing accurate, timely weather and climate information and products for the general welfare of the people. The Agency is governed by the law No 54 bis/2011 of 14/12/2011 which establishes and determines the Mission, Organizational Structure and its functions.

Accordingly, Rwanda Meteorology Agency wants to recruit 5 staff as follows:

Job title	Job description	Qualification
<p>Procurement Officer (1)</p>	<p><i>Duties and responsibilities:</i></p> <p>A. Procure for their appropriate smooth running - institution in terms of furniture and equipment in sufficient quantity and correct quality:</p> <ul style="list-style-type: none"> i) Consolidate the list of needs from different units; ii) Elaborate an annual procurement plan iii) Participate in preparing specifications, Establish tables of pricing variation and final Tender Documents iv) Prepare Tender Announcements v) Receive and safe keeping of bids vi) Prepare documents that will be used during meetings calling for tender vii) Participate in bid opening and evaluation viii) Act as Secretary to the Tender Committee ix) Prepare notification letters to the bidders x) Prepare and negotiate contract to be submitted to the successful bidder xi) Monitor the contract execution and keep updated recording forms of furniture and materials received in stock in conformity with quality and quantity ordered xii) File all procurement proceedings for the procuring entity <p>B. Prepare necessary supporting documents for paying goods and services-related suppliers:</p> <ul style="list-style-type: none"> i) Participate in checking of goods delivered by the supply and sign on reception note ii) Constitute the whole tender file to be submitted to Finance Unit for consultancy/goods payment (Request for tender, Call for tender, Tender process report, contract, consultant's report) before any engagement of expenditures 	<p>AO in Procurement, Purchase, Management, Accounting, Public Finance and other qualifications related to specific domain</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - High Analytical Skills; - Negotiation Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .



	<p>iii) In collaboration with user units, Monitor the contract execution, including make alerts on delivery deadlines</p> <p>C. Provide guidance, advice and support to officials on procurement processes</p>	
Electrical Technician (1)	<p>Duties and Responsibilities:</p> <p>i) Maintain Electrical equipments (including cabling) for measurement recording and processing of meteorological data, and identification of needs;</p> <p>ii) Assist in the identification, acquisition and selection of new Electrical meteorological equipment and instruments;</p> <p>iii) Undertakes the electrical and physical installation of new equipment and systems;</p> <p>iv) Obtain and install any electrical parts required for systems of Rwanda Meteorology Agency.</p> <p>v) Advise on the electrical power aspects of new equipment and systems</p> <p>vi) Remove any obsolete electrical equipment and dispose of it safely.</p> <p>vii) Maintain day-to-day maintenance of all electrical meteorological equipments;</p> <p>viii) Carry out site surveys to identify future maintenance priorities of Rwanda Meteorology Agency.</p>	<p>A1 in Electronics, Electricity</p> <p>Key Technical Skills & Knowledge required</p> <ul style="list-style-type: none"> - Knowledge in electrical maintenance work; -Capacity to perform electrical and physical safety of all systems and facilities - Knowledge to advise on the electrical power aspects of new equipment and systems; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
Senior Forecasters (3)	<p>Job Purpose: Ensure that the forecasters generate products to the required standards</p> <p>Duties and Responsibilities :</p> <p>i) Provide guidance in professionalism to generate weather forecasts specific to different operational demands,</p> <p>ii) Guide weather forecasters in interpretation of weather and climate models outsources from regional and global centres.</p> <p>iii) Supervision of the Forecasting Officers on shift to ensure delivery of services and adherence to specified Processes, particularly in support of Early Warning Services.</p> <p>vi) Conduct investigations into exceptional weather events, as and when necessary to improve future forecasting performance.</p>	<p>Masters in meteorology with 1 year experience in a forecasting centre</p> <p>OR</p> <p>A0 in atmospheric sciences, with continuous professional development in meteorology especially in relevant forecasting skills; with minimum of five (5) years working experience as a forecaster in an operational meteorological centre,</p> <p>Key Technical Skills & Knowledge required</p> <ul style="list-style-type: none"> -Technical and scientific competence in the field of weather prediction and applications;



7

		<ul style="list-style-type: none">-High capacity for analytical skills including statistical, dynamical and modelling technics,-A demonstrated ability to lead a team.-fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
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APPLICATION PROCEDURE

Interested individuals must submit to the Director General of Meteo Rwanda, a copy of relevant degrees, copy of the National ID card, document justifying experience (where applicable) and well completed application form obtained from the website of the Public Service Commission.

Application and accompanying documents must be submitted in hard copy at the METEO RWANDA' secretariat not later than Thursday 24th November 2016 at 3:00PM.

Only selected candidates will be invited for the next steps in the recruitment process.

Done at Kigali, on.....17/11/2016



John NTAGANDA SEMAFARA

Director General

