

REPUBLIC OF RWANDA



SUPREME COURT

Po. Box: 2197 Kigali

JOB VACANCY

The Supreme Court would like to recruit the staff for the following vacant positions:

Order	Position	Number	Qualification required	Key Technical skills and Knowledge required
1.	Director of Administration	1	A Bachelor's Degree in HR Management, Management, Public Administration and Law with 4 years of working experience or Master's Degree in HR Management, Management, Public Administration or Law with 3 year of working experience.	<ul style="list-style-type: none">• 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;• Knowledge of Management of Material Resources;• 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

Signature

2.	Director of ICT Support	1	<p>A Bachelor's Degree or Masters in Computer Information Systems, computer science, computer engineering, software engineering, information communication technology or any related field. At least 4 years of experience in ICT support within an institution with many branches, management of complex systems running business and support them, plan on ICT infrastructure maintenance to ensure business growth and procurement of ICT facilities.</p> <p>Added advantage:</p> <p>Certifications in A+, N+, CCNA, MCSE, MCSD, MCTS (.NET), LAMP/WAMP Framework or MCITP ; to have knowledge on court case management system technical operations</p>	<ul style="list-style-type: none"> • Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; • Deep Understanding of information technology and telecommunications; • Capacity to research and analyze technology problems, issues, and program requirements. • Knowledge of computer hardware/software technologies. • Understanding of Court case management systems and procedures. • Interpersonal Skills; • Demonstrated management skills; • Communication skills; • Negotiation Skills; • Problem-solving skills; • Analytical skills; • Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.
3.	Administrative Assistant to SG	1	<p>A Bachelor's Degree in Strategic Management, Public Administration, Law, Business Administration, Social Sciences and other relevant fields i.e. Management, Economics, Accounting, Finance, Sociology.</p>	<ul style="list-style-type: none"> • Knowledge of Office Administration; • Communication Skills; • Computer Skills; • Interpersonal Skills; • Organizational Skills; • Stress Management Skills; • Filing system • Time Management Skills; • Bookkeeping Skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
4.	Maintenance Technician Officer	1	<p>AI in Construction, Electricity, Electromechanical with two years (2) working experience. Having A2 in Construction, Electricity, Plumbing, Electromechanical is an added advantage.</p>	<ul style="list-style-type: none"> • Safety Awareness Skills; • Fundamentals knowledge of plumbing and Electrical Systems and Equipment, • Preparation of Bills of quantity (BOQ) for civil, electrical and plumbing works • Computer IT tools (Excel, Word, Archicad) • Elaboration of Tender Document • Quick technical report

Interested candidates are requested to fill the application form available on Judiciary website www.judiciary.gov.rw or at Public Service Commission website www.psc.gov.rw and transmit this application to Supreme Court not later than/03/2017 at 3:00 PM.

The application form shall be accompanied by a photocopy of the required degree, the photocopy of the identity card or passport and certificate of services rendered where work experience is required.

Done at Kigali on ... 08th March 2017


MURORA Beth
Secretary General




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Secretary General
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