



Nº11.07.025/3995/16/HRM-CEO/a.g

04 JAN 2017

## **EXTERNAL RECRUITMENT**

### **1 MANAGER HUMAN RESOURCES MANAGEMENT**

#### **Key responsibilities**

The **MANAGER HUMAN RESOURCES MANAGEMENT** report to Director of Support Services and his responsibilities are the following:

- Ensures timely preparations of all reports (statutory, adhoc and management accounts, including exception reports) to management;
- Support the process of long-range business planning and the annual budget process with appropriate financial projections;
- Manage the internal financial interface with peer and stakeholder departments to ensure timely receipt of appropriate and accurate inputs and provision of feedback – foster an effective team collaboration;
- Ensure accuracy of all related General Ledger accounts;
- sign-off and report on all reconciliations;
- Maintain an appropriate functional knowledge to guide and support operations – including industry best practices and international standards;
- Review and maintain an effective Internal Control Framework, implementation of recommendations in the audit management letter and other measures to improve the control environment;
- Supervise, lead and motivate staff.

#### **QUALIFICATION AND REQUIRED EXPERIENCE**

##### **The candidate will have**

- You will be a highly ambitious HR practitioner with proven delivery success on key business objectives.
- You will know what HR can do to drive superior and sustainable returns. You will have the following minimum qualifications: an advanced Degree (Master's



**WASAC**  
Water & Sanitation Corporation

*'Dignifying Life'*

---

or equivalent) in human resource management, public or business administration or related area.

- You will have sound commercial awareness and an understanding of the relationship between organizations, corporate strategy and people strategy with at least 5 years of relevant human resource management or related experience

## **1 MANAGER ADMINISTRATION AND LOGISTICS**

### **Key responsibilities**

The **manager administration and logistics** report to Director of Support Services and his responsibilities are the following:

- Contribute to the implementation of the WASAC mission by providing the necessary managerial, logistical and administrative support required for the fulfillment of the WASAC mandate;
- including such areas as budget, finance, human resources management, general services, logistics, etc;
- be accountable for the administration expenditure across WASAC; act as principal adviser on all matters pertaining to administrative and technical support;
- plan, organize, implement, manage and oversee the activities of all logistical and administrative support operations;
- Provide effective management of human, financial and material resources of the Institution. Liaise, negotiate and coordinate with national authorities with respect to administrative and logistical matters;
- ensure cooperation and integration of administrative and logistical resources across WASAC; ensure development, preparation, coordination and monitoring of overall work plans, strategies and programs for the administrative and logistical support activities of the mission and take the lead in securing the required human and financial resources;
- establish a set of sound policies, procedures practices, standards and tools that are consistent with best practice in order to ensure proper budget, accounting, financial and human resources management and control;



**WASAC**  
Water & Sanitation Corporation

*'Dignifying Life'*

- 
- provide guidance, support and supervision to senior administrative and logistical support staff and evaluation services as appropriate;
  - Ensure provision of guidance, performance evaluation, supervision and mentoring to all administrative support and other staff in the areas of his/her responsibility;
  - Establish and manage a document flow and archive system across WASAC; and perform related duties as may be required by management.

## **QUALIFICATION AND REQUIRED EXPERIENCE**

### **The candidate will have:**

- Advanced University degree (Masters degree or equivalent) in business or public administration, human resources management, finance, accounting, law, or related fields, or a relevant combination of professional training and certification and extensive experience in Logistics, Management or Administration.
- A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.
- Have at least 5 years of progressively responsible experience in similar institutions with human resource management and administrative or logistics policies, financial regulations, and demonstrated leadership ability.

## **1. HEAD INVESTMENT UNIT.**

### **Key Responsibilities**

- Develop and optimize funding plans for water and sanitation projects;
- establish a tracking mechanism to map and monitor funding opportunities;
- map and update funding and investment needs (gaps);
- develop and execute investment roadshows;
- maintain and grow beneficial stakeholder relationship to translate goodwill into funding commitments;



- 
- Collect information, market research and analysis of trends, including potential new sources of funding.
  - You will have a deep Knowledge of practices of water and sanitation project management, planning and implementation, including an understanding of technical issues and industry common methodologies for project planning and implementation;

## **QUALIFICATION AND REQUIRED EXPERIENCE**

### **The candidate will have :**

- You will be a qualified civil engineer or related field with an MBA.
- You will have at least 10 years' experience with at least 6 years of increasing responsibility in engineering, planning or management.
- The WSDS Director will have Strong leadership skills; Strong management and negotiation skills; Computer literacy and familiarity with standard office computer applications; Excellent interpersonal and communication skills;
- Ability to work under pressure and meet deadlines; and financial management skills. He or She Should ideally be bilingual with a strong command in either of the languages (English or French).

## **1 HEAD ASSET MANAGEMENT AND WAREHOUSING**

### **Key responsibilities**

- Ensures timely preparations of all reports (statutory, adhoc and management accounts,
- including exception reports) to management; Support the process of long-range business planning and the annual budget process with appropriate financial projections;
- Manage the internal financial interface with peer and stakeholder departments to ensure timely receipt of appropriate and accurate inputs and provision of feedback – foster an effective team collaboration;
- Ensure accuracy of all related General Ledger accounts; sign-off and report on all reconciliations;



- Maintain an appropriate functional knowledge to guide and support operations – including industry best practices and international standards;
- Review and maintain an effective Internal Control Framework, implementation of recommendations in the audit management letter and other measures to improve the control environment;
- Supervise, lead and motivate staff.

## **QUALIFICATION AND REQUIRED EXPERIENCE**

**The candidate will have:**

- A qualified and experienced accountant with appropriate IFAC designation; a Masters degree in Finance, Accounting or an MBA with a strong financial management bias plus the requisite experience will be considered.
- At least 5 years of senior financial management experience, including industry or related experience with a thorough knowledge of computer applications software and knowledge of a financial accounting packages including relevant modeling tools.
- Should ideally be bilingual with a strong command in either of the languages (English or French).

## **1 Head of Public Relations Unit.**

### **Specific PR Responsibilities:**

- Responsible for handling all aspects of planned publicity campaigns and PR activities during periods of crisis including.
- Ensuring that details of the WASAC's activities, appointments and awards are publicized and communicated appropriately to the stakeholders and to the wider general public as necessary;
- Decide what is the "appropriate" vehicle for communication (website newsletter, professional publication, email, flyer, personal letter or telephone, etc.);



- agree with CEO the strategy for publicity and formulate a plan for implementation;
- report regularly to CEO on both the communications and success rate, recommending any revision to the plan;
- deal with the media on behalf of the utility to ensure that details of any such media involvements are immediately communicated to the CEO;
- monitor public opinion regarding the utility or particular issues;
- develop and implement communication strategies for WASAC and advise management on communication issues and strategies;
- plan public relations programs, including the preparation of cost budgets;
- present arguments on behalf of the utility to government, other organizations and special interest groups;
- respond to enquiries from the public, media and other organisations;
- Arrange interviews with journalists, prepare and distribute news releases, and make statements to the media;

**Requirements:** Bachelor's degree in Communication, Public Relations or Media Arts or Social Sciences;

Relevant professional qualification; At least 2 years' experience with at least 1 year at management level in a busy and Complex environment.

The incumbent will ideally be bilingual with a strong command in English and Kinyarwanda added advantage.

## **2 IT Business Analyst**

### **Key responsibilities**

#### **Analysis**

- 1 Determine operational objectives by studying business functions; gathering information; evaluating output requirements and formats.
  - 2 Analyse requirements related to design of new programs; constructs workflow charts and diagrams; studies system capabilities and writes specifications.
  - 3 Recommend controls by identifying problems; writing improved procedures.
-



---

## Monitoring

- 4 Monitor project progress by tracking activity; resolving problems; publishing progress reports; recommending actions.
- 5 Maintain system protocols by writing and updating procedures.
- 6 Make business / system analysis for the new systems implementations /developments
- 7 Analysis of the companies requirements and mapping them with applications

## IT Support

- 8 Provide direct support to applications users within a defined work area.
- 9 Act as a coach and champion in the use of the systems/applications, reinforce positive habits and overcome negative workarounds.

Participate in testing and validation of the new standards, new processes, and new functionality.

## Qualification and required Experience

- Bachelor's Degree (A0)in IT/Computer Science, Information Technology, Information Management or other related fields
  - At least six years of experience in an IT related role
- Qualification and required Experience**
- Bachelor's Degree (A0)in IT/Computer Science, Information Technology, Information Management or other related fields
  - At least six years of experience in an IT related role

## Addition duties and Certificate

- Knowledge of Ms. SQL server is required
- Having working with electronic payment providers will be an asset
- Knowledge of PHP, HTML, Java script and ISP development languages is a must.
- Capability to read, understand and modify external or built codes
- Knowledge of mobile application is an advantage
-



## 1 IT Software Engineer

### Key responsibilities

#### Application Design

- 1 Develop an in-depth knowledge of the company's application portfolio, development tools, and development procedures.
- 2 Actively participate in the development and review of business and system requirements to obtain a thorough understanding of business needs in order to deliver accurate solutions.
- 3 Provide development activities level of effort and duration estimates for schedule planning. The developer is expected to proactively manage activities to deliver required work on time.

#### Troubleshooting

4. Expediently troubleshoot application production issues that resolve the issues without causing additional problems.
5. Review and analyse the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems.

#### Analysis

4. Perform systems analysis and functional testing as needed.

#### Qualification and required Experience

Bachelor's Degree (A0) or equivalent in IT/Computer Science, Information

- Technology, Information Management or other related fields
- At least Five years of experience in an IT related role
- Having Ms. SQL server certificate is a must
- Having also Oracle OCA or ACP certificate will be an added asset.
- Knowledge of PHP, HTML, Java script and ISP development languages is a must.



- 
- Capability to read, understand and modify external or built codes
  - Knowledge of Linux is advantage
  - Knowledge of Android development, API development and web framework is highly considered asset

Having skills on Oracle& SQL Report Builder, Toad and SQL developer will be an added asset.

## **1 Human resource Management Officers**

### **Key responsibilities.**

- Plan, organize, manage, monitor and supervise the work of the HR function, guiding staff in undertaking the full range of human resources management activities;
- Develop, implement, and monitor human resources policies, practices and procedures to meet the evolving needs of the institution;
- Keep abreast of developments in various areas of human resources;
- Prepare reports and take lead of special human resources projects.

### **QUALIFICATION AND REQUIRED EXPERIENCE**

#### **The candidate will have :**

- Advanced university degree in human resources management, business or public administration or related discipline such as education and social sciences.
- A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree.
- You will have a minimum of 4 years of progressively responsible working experience in human resources management or administration in similar institutions.
-



## 2. Procurement Officers.

### Key Responsibilities:

- The Procurement and Contract Management Specialist shall play a vital role in operational direction,
- Planning and management of WASAC Finances through efficient and effective procurement process.
- The candidates are expected to play a central role in advising the senior management and the entire WASAC staff in all matters related to procurement.
- The specific tasks of the Procurement and Contract management Specialist are to:
  - Prepare and publish general tender notices, specific notices and request for expressions of interest;
  - Ensure that the procurement activities are carried out in accordance with standing rules and procedures and of other donors where applicable;
  - Prepare Request for Proposals and the consultant's shortlist

### QUALIFICATION AND REQUIRED EXPERIENCE

#### The candidate will have:

- At least A Bachelor's degree, Civil engineering , law, Public Administration or any other related field with working experience of at least 5 years
- working in public procurement from a reputable and recognized organization or /project Having a postgraduate certificate or Master's degree in procurement would be an advantage Experience and skills in the National and Donor Agencies' public procurement procedures, Process/standards is required.
- Excellent Knowledge of English is required, knowing French is an advantage Operational planning skills Analytical, influencing and negotiation skills Communication skills .



---

### 3 Internal Auditors.

#### Key responsibilities

Ensure that the business of the WASAC are run in an orderly manner,

- Safe guard the assets of the WASAC
- Keep records of financial issues and liabilities and ensure that appropriate decisions are taken
- Ensure controls regarding: - Plans and programs as well as its organizational structure, - Conduct physical and personnel controls (procedures concerning human resources management, assets safeguarding, procurement...) , Conduct accounting control ( verify the regular updating of the accountancy books at different level of the administration;
- Verify the regular updating of the accountancy books;
- Verify the compliance, the legality and accuracy of all debts documents;
- Verify that the account operations correspond to assets movements and are crosschecked at regular intervals,
- Ensure a proper internal audit: - Conduct independent and continuous appraisal of activities as required by WASAC, - Propose useful amendments to improve the rules, procedures and practices related to budgetary, financial and accounting processes
- Ensure the follow-up on the implementation of the Auditor General's recommendations by analyzing reports of the Auditor General of State Finances ;
- To ensure implementation of recommendations of the Auditor General of State Finances and provide advice there upon.

#### QUALIFICATION AND REQUIRED EXPERIENCE

##### The candidate will have:

- A0 in Accounting, Public Finance, Management specializing in Finance/ Accounting
- Excellent Knowledge of English is required, knowing French is an advantage Operational planning skills Analytical, influencing and negotiation skills Communication skills.





---

Process/standards is required.

Excellent Knowledge of English is required, knowing French is an advantage Operational planning skills Analytical, influencing and negotiation skills Communication skills.

## **1Sanitation Project Implementation Officer.**

### **Key Responsibilities**

- Develop annual operational plans for the development and maintenance of the sewer trunk and network;
- guide and supervise performance sewer collection and development of new sewerage projects;
- oversee and monitor the process of collection and disposal of sewage to treatment plants;
- Develop annual operational plans for the development and maintenance of the sewer trunk and network;
- guide and supervise performance sewer collection and development of new sewerage projects;
- oversee and monitor the process of collection and disposal of sewage to treatment plants;
- working in collaboration with other sections, ensure installation of sewer lines sewer connections and maintenance as required;

### **QUALIFICATION AND REQUIRED EXPERIENCE**

#### **The candidate will have:**

- Hold an MSc., MTech or B.Sc. in Construction /Civil Engineering, Water Supply/Hydraulics Engineering, Environmental Management with emphasis on water
- supply and sanitation or any other scientific related training from a recognized institution.
- At least 5 years experience for Master's Degree holders and 8 years for BSc Degree candidates respectively in project planning, supervision and

construction works related to water treatment plants and water supply system and in sanitation projects.

- Ability to work in a team and under minimum or no supervision.
- You will have Strong leadership skills; Strong management and negotiation skills;

## **1. Officer in charge of Capacity building and Training**

### Duties and Responsibilities

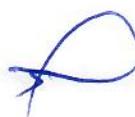
The incumbent will carry out the following tasks:

- Implement the specified project activities in accordance with approved annual work plans jointly formulated with the beneficiaries.
- Identify capacity building needs with beneficiaries, draft terms of reference and engage experts for project training workshops, meetings and study tours.
- Develop, maintain, and intensify contacts with international and local institutions and trainers on issues related to strengthening the capacities of ACAs.
- Identify appropriate institutions, training programs, workshops, conferences, and possible sites for study tours, exchange programmes, on-the-job training, and mentoring programmes in collaboration with ACAs.
- Prepare and deliver all necessary financial and operational revisions and reports.
- Perform other related duties as assigned

### Required Skills and Experience

#### Education:

- Holding a Bachelor's degree (A0) in law, public or business administration, social sciences or related field.



---

Experience:

- A minimum of 4 years of progressive professional experience in a capacity building, networking, training or coordination capacities.
- Knowledgeable in devising and administering capacity building programmes for institutions.
- Substantial experience in managing training programmes and measuring their impact and the impact of various projects is also necessary.
- Substantial experience in results-based management, project monitoring, reporting and evaluation is required.
- Good knowledge in reading, writing, speaking of English or French and Kinyarwanda
- Proven knowledge and experience in basic computer application programs, like MS Excel, MS- Word.

## **1.Officer in Charge of performance Management**

### Duties and Responsibilities

- To develop and coordinate policies and strategies for the development of departmental performance indicators and local service delivery performance standards.
- To manage, develop and organise local performance indicators,
- Coordinating departmental performance within corporate plans and strategies.
- To develop and produce departmental service plan and other plans where appropriate in liaison with senior managers and departmental staff. To develop and coordinate departmental consultation activity.
- To manage all departmental performance issues.
- To devise and implement policies and strategies for the development of departmental performance matters.
- To manage, influence and motivate staff associated with performance issues.
- To devise and implement policies and strategies for the development, implementation and monitoring of local service delivery performance





---

standards.

- To manage development and implementation of monitoring systems for departmental performance indicators and standards, including ensuring data quality and compliance with internal and external audit requirements.
- To coordinate and facilitate the communication to all staff of performance issues including the preparation of reports for managers and committees and giving presentations.

#### Required Skills and Experience

#### Qualifications

- Bachelor's Degree (Finance or Business related discipline preferred), or equivalent education and extensive experience
- Good knowledge in reading, writing, speaking of English or French and Kinyarwanda
- Proven knowledge and experience in basic computer application programs, like MS Excel, MS- Word.

### 1. Security Guard Officer (short term contract)

#### Key Responsibilities

- Protect company's property and staff by maintaining a safe and secure environment
- Observe for signs of crime or disorder and investigate disturbances
- Act lawfully in direct defense of life or property
- Apprehend criminals and evict violators
- Take accurate notes of unusual occurrences
- Report in detail any suspicious incidents
- Patrol randomly or regularly building and perimeter
- Monitor and control access at building entrances and vehicle gates
- Watch alarm systems or video cameras and operate detecting/emergency equipment

- 
- Perform first aid or CPR

### **QUALIFICATION AND REQUIRED EXPERIENCE**

#### **The candidate will have:**

- Proven work experience as a security guard or relevant position
- Trained security officer with diploma
- Ability to operate detecting systems and emergency equipment
- Excellent knowledge of public safety and security procedures/protocols
- Surveillance skills and detail orientation of using technical tools such as CCTV Cameras etc.....
- Integrity and professionalism
- Have a degree in law or sociology or equivalence
- Have at least three years' experience in the field.

## **1 Fleet management control specialist (Short term contract)**

#### **Key Responsibilities**

- Carry out daily inspections on company vehicles
- Perform light maintenance on vehicles
- Report and advice damage or abuse
- Ferry vehicles as required from time to time to and from suppliers, garages and workshops
- Liaise with suppliers, garages and workshops regarding tasks at hand
- Develop and maintain sound relationships with such suppliers
- Keep a permanent record of maintenance tasks and purchases in writing
- Submit Fleet Management information to the Fleet Manager as required
- Perform other temporary tasks from time to time

### **QUALIFICATION AND REQUIRED EXPERIENCE**

#### **The candidate will have:**

- Have an A0 level university degree in automotive or equivalence;
- 





- 
- Have Five years' experience in the automotive field

### **Special Requirements**

- Valid License driver categories B
- Considerable knowledge of hazards and safety precautions relating to Equipment operation, loading and unloading of materials; basic knowledge of vehicles.
- Skill in operation of assigned vehicles and equipment.
- Ability to establish and maintain effective working relationships with other employees
- Ability to organize items by broad and specific classifications.
- Ability to follow standard safety practices and procedures common to equipment
- Operation work and to maintain accurate records with Fleet Management Program (**Manipulate the Software used in the fleet management system**)
- Ability to follow written and oral instructions; ability to communicate effectively both verbally and in writing Kinyarwanda, English and French.

### **1 central secretariat officer (Short term Contract).**

The candidate shall undergo two (02) years renewable contract under probation of six months with possibility of an open ended contract upon satisfactory performance.

### **Key responsibilities**

- Welcome customers and give them a good service
- Insure customer service satisfaction
- Welcoming all incoming documents and process them
- Orient customers



- Keeping records of both incoming and outgoing documents
- To provide personalized secretariat and administrative support in a well-organized and timely manner.
- He/she is also in charge of Acting as the point of contract between the company and internal/external clients regard documents,
- Undertaking the tasks of receiving calls, take messages and routing correspondences,
- Handling request and queries of clients appropriately
- Developing and carrying out an efficient documentation and filing system.

### **QUALIFICATIONS, ATTRIBUTES AND SKILLS**

The candidates will have:

- Bachelor degree in Business administration(A0 in Management)or related field
- Proven experience as an central secretariat officer or in other secretarial position of at least one year,
- Full comprehension of office Management systems and procedures,
- Excellent knowledge of MS Office,
- Proficiency in English, French and Kinyarwanda (any other language being a plus)
- Exemplary planning and time management skills,
- Up-to-date with advancements in office gadgets and application,
- Ability to multitask and prioritize daily workload,
- High level verbal and written communication skills
- Discretion and confidentiality.

### **Mode of application:**

The applications will be addressed to the Chief Executive Officer and applicants are required to submit the following documents:

- Send your application (Letter, updated CV, Copies of Certificates and two References
- Clearly state in your application the title of the position you are applying



**WASAC**  
Water & Sanitation Corporation

'Dignifying Life'

---

for. While we thank all interested candidates, only those selected for interviews will be contacted.

Please submit your applications at WASAC Head office in Central Secretariat, address KN5 RD (airport) plot № 624 Rukiri I, Remera, Gasabo not later than 10/02/2017 at **05:00 pm**

**For more details please refer to WASAC Website: [www.wasac.rw](http://www.wasac.rw)**

Done at Kigali,

  
**James SANO**  
Chief Executive Officer



## **1 MANAGER – REVENUE MANAGEMENT (CSM)**

### **Key Responsibilities Include:**

- Develop and implement systems for positive customer management;
- manage and supervise commercial aspects of the utility's operations, particularly as they relate to revenue generation;
- promote new ideas and business solutions that result in extended service to the existing and new clients;
- develop long-term business strategies and operating plans that reflect the longer-term goals and priorities; ensure the provision of comprehensive commercial information systems, including up-to-date customer database, to achieve the overall utility revenue objectives;
- ensuring timely, complete and accurate reading and billing of services and subsequent collection;
- Carry out customer surveys and proposing improvements arising from feedback received; and develop departmental policies and procedures and actions plans in line with overall utility mission and objectives.
- Other specific responsibilities include – the provision of relevant reports analysis to the management and other stakeholders to support decision-making; Provide guidance, oversee and facilitate smooth operations in meter reading, billing and other related functions; Develop and implement standard procedures in meter reading and billing processes; Recommend and implement innovations to support the entire billing and collection cycle;

### **Key Competences:**

- ✓ **Professionalism:** Proven conceptual, analytical, and evaluative skills. The ability to conduct independent reviews and identify issues; formulate options, arrive at conclusions and make sound decisions; an in-depth grasp of management principles and practices with sound knowledge and command of budget development, and resource control; strategic outlook with attention to accuracy and details.
- 





- 
- ✓ *Leadership:* Strong managerial and supervisory skills. Tact and negotiating skills, good judgment and decision-making skills; innovative and technical leadership - performing and/or overseeing the analysis of complex policy and programme issues; ability to get decisions timely executed in a collaborative environment.
  - ✓ *Managing Performance:* Ability to establish priorities, plan and encourage performance; coordinate and monitor work of others, delegate appropriate responsibility, is accountable and exercise decision-making appropriately.
  - ✓ *Technological Awareness:* Sound computer skills, including proficiency in Microsoft Office products and complex computerized financial systems - including modeling skills and system project management skills.
  - ✓ *Communications and Teamwork:* Proven ability to write in a clear and concise manner and effective oral communication skills. Demonstrated ability to develop and maintain effective work relationships with stakeholders (internal and external); strong interpersonal skills and the ability to establish and maintain effective working relations with people with sensitivity and respect for diversity.

#### **Requirement:**

- You will have a degree in marketing, business, finance or related area with an MBA, a masters in water and sanitation management will be an added advantage;
- you will have at least 6 years of utility experience with 4 years of increasingly responsible experience in engineering,
- planning or management of a dynamic utility. You will have strong leadership skills; strong management and negotiation skills; computer literacy and familiarity with standard office computer applications; excellent interpersonal and communication skills; ability to work under pressure and meet deadlines; and financial management skills. You will ideally be bilingual with a strong command in either of the languages (English or French).

A handwritten signature in blue ink, appearing to read "J. M. N.", is placed here.



### **Mode of application:**

The applications will be addressed to the Chief Executive Officer and applicants are required to submit the following documents:

- Send your application (Letter, updated CV, Copies of Certificates and two References)
- While we thank all interested candidates, only those selected for interviews will be contacted.

Please submit your applications at WASAC Head office in Central Secretariat, address KN5 RD (airport) plot N° 624 Rukiri I, Remera, Gasabo not later than 10 / 02 / 2017

**For more details please refer to WASAC Website: [www.wasac.rw](http://www.wasac.rw)**

Done at Kigali, 25 JAN 2017

  
James SANO  
Chief Executive Officer

