

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR HIRING INDIVIDUAL NATIONAL CONSULTANTS FOR RECRUITMENT SERVICES

1. BACKGROUND

Rwanda Association of Local Government Authorities (RALGA) is an exclusive membership organization established in 2002 by the Districts and City of Kigali to enable them to fulfil the responsibilities entrusted to them under the decentralization policy adopted in 2000. Its vision is to have efficient local government entities where people and stakeholders are involved in the development, and its objective is to assist local government entities in achieving their mission, complying with principles of good governance and decentralization.

Since April 2011, RALGA conducts recruitment activities on behalf of the City of Kigali and all the Districts for eligible positions. This is part of services provided to the members. In order to fulfill this task, RALGA seeks to create a pool of qualified consultants that can provide professional and quality recruitment services in different fields.

In this context, RALGA is looking for flexible, national individual and experienced consultants who can join the pool of expert consultants in rendering quality and transparent recruitment services to RALGA members. Existing examination consultants are considered applicants unless they decline it in writing.

2. BRIEF DESCRIPTION OF THE SERVICES

The related Consultancy services include setting written examinations and oral interviews in various recruitment posts in the following disciplines;

1. Finance, accounting, Procurement, Audit, Logistics, Economics, Business Administration, Management, Human Resources;
2. Governance and leadership, Public Administration, Law;
3. Media and Communication, Public relations;
4. Civil Engineering;
5. Land Management and Infrastructure management;
6. Water and Sanitation engineer;

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7. Road development and maintenance engineer;
8. Railway Engineering and Transportation;
9. Information technology/ management information systems (IT/MIS);
10. Electricity Maintenance engineer;
11. Architect;
12. GIS and Remote Sensing engineer;
13. Development studies, Business development and Entrepreneurship, Social Protection, Gender studies, Youth, sports and culture, disability mainstreaming; Psychology;
14. Agriculture, Forest and natural resources,
15. Livestock;
16. Environmental management;
17. General Medicine;
18. Midwife;
19. Laboratory Technologist;
20. Dental Therapist;
21. Anesthetist;
22. Imagery Technologist;
23. Physiotherapist;
24. Radiologist;
25. Ophthalmologist.

3. QUALIFICATION AND EXPERIENCE

- The consultant should be holding at least a Master's Degree with at least 2 years of professional experience or Bachelor's Degree with at least 5 years professional experience in any of the above fields. Notarized degrees and certificates are required. PhD and DBA would be most desirable. Post graduate diploma in education or teaching would be an asset. Degrees obtained from out of Rwanda should be recognized by Higher Education Council or any other recognized institution for accreditation in Rwanda.
- The consultant should be able to communicate in English or French. Command of both languages is an asset.
- Professional experience in education sector is an added value.
- Computer literate (especially Microsoft Word and Excel)
- Criminal Record Certificate that has not exceeded 6 months from the date applicant submitted his or her application.

Qualified individuals, particularly those who served in Local Governments, are highly encouraged to apply.

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4. SELECTION AND EVALUATION

The selection and evaluation shall be based on the strengths mentioned by the applicant in the expression of interest.

5. APPLICATION PROCEDURES

Interested applicants who fulfill the eligibility requirements are requested to submit their letter of expression of interest, detailed CV with three (3) referees and their contacts, notarized degree or certificate to the Secretary General of RALGA, via email to info@ralga.rw not later than 25th March 2022.

For more clarifications, please send email to info@ralga.rw or call telephone +250-788309477.

Done at Kigali, on 21st February 2022


Ladislas NGENDAHIMANA
Secretary General

