

TERMS OF REFERENCE FOR THE RECRUITMENT OF A POLICY ANALYSIS, RESEARCH & ADVOCACY UNIT MANAGER

1. Background

Rwanda Association of Local Government Authorities (RALGA) is a membership organization established in 2002 by the Districts and City of Kigali to enable them to fulfill 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.

In order to further enhance its contribution to good governance and decentralization, RALGA wishes to recruit a Policy Analysis, Research & Advocacy Unit Manager.

Job Title: Policy Analysis, Research & Advocacy Unit Manager

Contract duration: Open ended

2. Main duties and responsibilities

- 1) Coordinate, supervise and provide technical guidance and oversight over Policy Analysis, Research & Advocacy Unit Manager
- 2) Strengthen the participation of RALGA in national socio-economic transformation
- 3) Document, analyze and provide technical position papers for advocacy, aiming at improving working environment in Local Government Entities
- 4) Ensure RALGA's effective and efficient evidence based advocacy
- 5) Advise RALGA on quality and coordinated positioning vis-à-vis issues affecting or likely to affect local government development;
- 6) Coordinate a regular production of quality policy briefs as a means to keep local government leaders and staff and relevant partners regularly posted on current, new or emerging developments in the area of decentralization and local development;
- 7) Increase members' representation and partnership at national levels

- 8) Coordinate project proposals writing to ensure that planned evidence-based policy and advocacy work are adequately funded;
- 9) Initiate innovations meant to improve existing practices of policy analysis, research and development within RALGA and mobilize adequate funding for their implementation.

3. Academic qualifications and professional experience

- Masters in policy analysis, economics, development studies, public policy, law or other related field.
- Experience of at least 5 years in senior management positions
- Experience in human resource management;
- Experience in strategic planning, monitoring and evaluation;
- Be familiar with local governance in general and decentralization policies and processes in particular;
- Knowledge of Rwanda policies, strategies such as decentralization policy, good governance, vision 2050, NST 2, and DDSs
- Experience in working with different development bilateral and multilateral partners;

4. Key competencies and skills

- Critical thinking skills
- Strong analytical approach to interpreting and reporting data from different perspectives
- Excellent written and oral communication skills in English, Kinyarwanda and French;
- Strong communication, negotiation, team management and decision making skills;
- Capacity to defend the interest of the organisation and its members.
- High level of integrity is recommended

5. How to apply

Interested candidates shall send their applications ONLINE to the Secretary General of RALGA on the following email: info@ralga.rw not later than **Friday 01st November 2024 at 12:00 p.m.**

Women are strongly encouraged to apply.

The application file shall comprise of:

- A motivation letter;
- A certified copy of the candidate's highest degree;
- A Curriculum Vitae indicating key achievements in previous work experience in relation to the core duties and responsibilities pertaining to the advertised post;
- Contact details of 3 referees who can testify to the good attitudes and performance of the candidate.
- Any document that can help RALGA appreciate the candidate's suitability for the post.

Note: Only shortlisted candidates will be contacted.

Done at Kigali, on 25th October 2024.


Dominique HABIMANA
Secretary General

