Ralga Rwanda Association of Local Government Authorities

Job Announcement

RECRUITMENT SPECIALIST

The Rwanda Association of Local Government Authorities (RALGA) invites applications from suitably qualified and experienced candidates to fill the vacant position of Recruitment Specialist within the organisation.

The position is technical in nature and requires a candidate with demonstrated professional experience and strong knowledge of human resource management, labour law, and public administration.

Key Qualifications, Experience & Competencies:

Applicants must possess:

- ✓ Master's degree in Human Resource Management, Law, Business Administration, Public Administration, or another related discipline with 2 years of experience or;
- ✓ Bachelor's degree with 4 years of experience in the aforementioned fields.
- ✓ Good command of written and spoken English, French and Kinyarwanda;
- ✓ Ability to prioritise workload and meet deadlines;
- ✓ Ability to handle sensitive and confidential information with a high level of integrity;
- ✓ Strong organisational skills and attention to details;
- ✓ Good understanding of public-sector recruitment and staffing processes, and of the laws, regulations and policies governing human resource management in the Rwandan public service;
- ✓ Strong analytical, coordination, reporting, communication, and stakeholder-management skills;
- ✓ Excellent public speaking and presentation skills, with the ability to confidently present information, proposals, and reports to large audiences and diverse stakeholders.
- ✓ Proven ability to formulate, review, and contribute to the development of strategic HR policies, strategies, frameworks, and action plans that support institutional goals, strengthen organizational effectiveness, and promote strategic Local government human resource management,
- ✓ Develop project proposals for fund mobilisation to support Local Government.
- ✓ Proficiency in Microsoft Office and in the use of HR databases / information systems.

Main Responsibilities:

The Recruitment Specialist will be responsible for:

- ✓ Work closely with Districts and City of Kigali to identify vacant positions, review and validate staffing needs submitted by Districts and City of Kigali against approved organisational structures and staffing requirements;
- ✓ Work close with Public Service Commission (PSC), MIFOTRA and MINALOC in recruitment processes.

- ✓ Consolidate staffing requests from Districts and City of Kigali, prepare comprehensive staffing requirement reports, and maintain an up-to-date database of vacant, filled, and required positions;
- ✓ Develop recruitment plans and schedules based on consolidated Districts and City of Kigali staffing requirements and available budget;
- ✓ Identify critical staffing gaps and recommendations and submit reports on quarterly basis to management for decision-making
- ✓ Liaise with Districts and City of Kigali to ensure that recruitment activities are properly planned and implemented transparently, consistently, and in accordance with applicable laws, policies and procedures;
- ✓ Coordinate the organisation of recruitment activities, including vacancy announcements, shortlisting, examinations and interviews preparation, in line with merit-based and equal-opportunity principles;
- ✓ Prepare a comprehensive recruitment report on specific exercises and prepare consolidated report providing an overview of all recruitment activities undertaken during the year, and power point presentations.
- ✓ Prepare meetings and trainings of recruitment consultants, District Human resources and Administration Directors and human resource officers.
- ✓ Monitor waiting list and ensure it is functional in filling vacant positions in Local government;
- ✓ Develop project proposals for fund mobilisation to support Local Government.
- ✓ Identify Local Government human resource and other local government support-service challenges affecting service delivery, and recommend appropriate solutions;
- ✓ Perform any other duties assigned by the supervisor that are relevant to the position.

Application Process:

Interested candidates are invited to submit their application letter, addressed to Secretary General of the Rwanda Association of Local Government Authorities (RALGA), copy of national identity card, CV, and certified copies of academic documents and professional certificates, by e-mail to: info@ralga.rw

Deadline for submission: 23rd November 2026 at 12:00 noon (Kigali time)

Only shortlisted candidates will be contacted and informed of the date and venue of the examination.

Done at Kigali, on 12 November 2026

RWANDA ASSOCIATION OF LOCAL GOVERNMENT AUTHORITIES
Ralga
P.O Box: 7249
Kigali
Tel: 0788387884

UWINEZA Valens

Secretary General