



## **WORKFORCE DEVELOPMENT AUTHORITY – WDA**

*Empowering people with employable skills and entrepreneurship capacity*

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### VACANCIES ANNOUNCEMENT

#### Background

The Workforce Development Authority (WDA) is a legally established Government Institution under law Number 03/2009 of 27/03/2009 with a mandate of promoting, facilitating, and guiding the development and upgrading of skills and competencies of the national workforce in order to enhance competitiveness and employability through a strong and dynamic TVET system.

WDA seeks to recruit forty one (41) staff for three(3) Vocational Training Centers (VTCs) that have been expanded, rehabilitated and equipped with modern workshop training equipment through the support of the Skills Development Project (SDP) that is jointly financed by the World Bank and the Government of Rwanda and whose development objective is to improve access to quality and demand-responsive vocational training.

The VTCs to be staffed are Kinihira VTC in Rulindo district, Kirehe VTC in Kirehe district and Kabarondo VTC in Kayonza district.

It is with this background that WDA invites suitable candidates to apply for the following vacancies:

	Post	Requirements	Main responsibilities	Number of Posts
1	School Managers (3)	<ul style="list-style-type: none"> <li>- Bachelor's degree (A0) in a TVET related field, with some education experience.</li> <li>- At least 1 year as a School Manager or 3 years as a TVET Trainer/Teacher.</li> </ul>	<ol style="list-style-type: none"> <li>1. Line management of the training programs, work organization and management of both teaching and administration staff.</li> <li>2. Responsible for ensuring continuing viability and development of the school's portfolio of taught programs.</li> <li>3. Oversee the maintenance of quality and standards of the school's taught, research programs and courses, including the development of policies and processes to ensure that the school meets the requirement of TVET education for programs and institutional accreditation standards.</li> <li>4. Responsible for ensuring that policies and procedures are in place to enable the continuous improvement of teaching, and assessment.</li> </ol>	3 (1 for each VTC)

			<p>Develop and monitor equity and Diversity including ensuring that all policies, procedures and practices for staff and students are implemented, as well as the</p> <ol style="list-style-type: none"><li>5. development of strategies to ensure gender balance into TVET courses</li><li>6. Responsible for recruitment of students and staff of the institution.</li><li>7. Responsible for planning training programs, governance of the school, represent the school in the wider community and international forums, and oversee the school's collaboration with, TVET institutions inside and outside Rwanda.</li><li>8. To plan and chair Institutional meetings</li><li>9. To take overall responsibility of managing and maintaining the institution's financial and human resources in</li></ol>	
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			accordance with the laws of the republic of Rwanda	
2.	Deputy School Managers in charge of Training (3)	<ul style="list-style-type: none"> <li>- Bachelor's degree (A0) in TVET related field and</li> <li>- 2 years of experience as a trainer,</li> </ul>	<ol style="list-style-type: none"> <li>1. To co-ordinate the teaching and assessment of trainees.</li> <li>2. To oversee the management of training staff.</li> <li>3. To oversee the admission and registration of students</li> <li>4. To oversee the arrangements of the conduct of examinations</li> <li>5. To oversee the processing and publication of examination results</li> <li>6. To make analysis of the general training performance of the school and publish relevant data in annual report</li> <li>7. To make arrangements for the annual graduation ceremonies</li> <li>8. To manage quality assurance of the training programs in the school</li> <li>9. To oversee students orientation programmes</li> </ol>	3 (1 for each VTC)
3.	Instructors	- A1 Diploma in TVET	1. Plan the delivery of training	25 (distributed

	<ul style="list-style-type: none"> <li>• Carpentry (5)</li> <li>• Plumbing (6)</li> <li>• Electrical Installations (2)</li> <li>• Masonry (3)</li> <li>• English (3)</li> <li>• ICT (3)</li> <li>• Entrepreneurship (3)</li> </ul>	<p>related teaching field or A2 with at least 5 years of experience in teaching area;</p> <p>- For ICT, English and Entrepreneurship, a minimum of Bachelor's degree and 2 years of teaching experience is required;</p>	<p>modules</p> <ol style="list-style-type: none"> <li>2. Design or adapt the lesson plans</li> <li>3. Prepare pedagogical and didactic tools</li> <li>4. Prepare the workshop/classroom, equipment and materials</li> <li>5. Deliver the training</li> <li>6. Assess the achievement of each competence targeted</li> <li>7. To participate in lesson assessment in order to review and improve the quality of teaching and learning,</li> <li>8. Attend meetings of pedagogical monitoring</li> <li>9. Participate in internship monitoring</li> <li>10. Provide individual support for the students (including guidance and counseling)</li> <li>11. Take part in the technical and pedagogical reinforcement initiatives</li> <li>12. Participate in activities and events organized by the school</li> </ol>	<p>among the 3 schools)</p>
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			<p>13.To coordinate and report on academic activities of each subject taught;</p> <p>14.To properly manage and use available equipments and materials;</p> <p>15.To provide promptly pedagogical documents and administrative papers related to administrative files.</p> <p>16.To keep updated about current educational trends.</p>	
4.	<p>Workshop Assistants</p> <ul style="list-style-type: none"> <li>• Carpentry (2)</li> <li>• Masonary (2)</li> <li>• Plumbing (3)</li> <li>• Electrical Installations (2)</li> </ul>	<ul style="list-style-type: none"> <li>- A2 in TVET related area and</li> <li>- 2 years of TVET teaching experience</li> </ul>	<ol style="list-style-type: none"> <li>1. Preparing a range of materials for training purposes in the workshop,</li> <li>2. Preparing, setting up and checking machinery, equipment and apparatus for teaching purposes,</li> <li>3. Issuing equipment, tools, components and materials to teaching staff and pupils and maintaining appropriate records</li> <li>4. Regular servicing and maintenance of workshop furniture, machinery, tools, components and accessories in accordance with</li> </ol>	9 (distributed among the 3 VTCs)

			<p>manufacturers' schedules. Keeping appropriate records. Arranging for maintenance and repair if necessary</p> <ol style="list-style-type: none"><li>5. Providing technical advice and assistance to teaching staff and trainees in the workshop</li><li>6. Designing and making simple models, teaching aids and tools</li><li>7. Maintaining appropriate stock levels within the workshop, carrying out stock checks and reporting any shortages to the Management.</li><li>8. Assisting with re-ordering if required.</li><li>9. Locking up of classrooms and stores when not in use</li><li>10. May be required to oversee pupils in a work area in case of an emergency for safety reasons</li><li>11. May be required to be aware of recent technical and related educational developments and participate in the development of the</li></ol>	
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			<p>Department's technical facilities</p> <ol style="list-style-type: none"><li>12. May be required to advise on suitable equipment and suppliers and recommend specifications where appropriate</li><li>13. Maintaining workshops, machinery, tools and equipment, storage rooms in a safe manner in accordance with institution's policy</li><li>14. May be required to ensure that standardized risk assessments are available and that all staff are aware of their location</li><li>15. May be required, when trained, to provide first aid treatment of minor workshop injuries and maintain first aid equipment in workshop areas.</li><li>16. Provide technical support to the Workshop Supervisor and all Workshop Technicians.</li><li>17. Assist in the preparation of the institutional annual equipment budget.</li></ol>	
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			18. Pro-actively make recommendations to the Workshop Supervisor for improving the quality and cost of both product and process.	
5	Accountant/Secretary (1)	- Minimum of Bachelor's degree in accounting with 2 years of experience in similar work.	<ol style="list-style-type: none"> <li>1. To perform comprehensive checking and verification of all supporting documents before any payment is effected, and ensure that they are recorded, well classified and filed,</li> <li>2. To keep a record of all creditors and debtors and produce their status report on request.</li> <li>3. To ensure that all cheques to the school are deposited and payments to staff and suppliers are completed promptly</li> <li>4. To follow-up any financial discrepancies, errors and inconsistencies in the school accounts and ensure that they are rectified promptly,</li> <li>5. To manage the day to day financial transactions of the</li> </ol>	1 for Kinihira VTC

			<p>school according to school laid down standards and procedures, and to maintain accurate cash summaries</p> <ol style="list-style-type: none"><li>6. To produce monthly, quarterly, and annual financial reports on bank and cash reconciliations, actual and other expenditures</li><li>7. To maintain an asset register and stock control for the school</li><li>8. To establish bank accounts and credit arrangements for the school and to monitor its cash flow in order to ensure liquidity of the institution at all times, by using this process to make cash projections and timely requests for funds</li><li>9. To develop and implement internal financial controls to mitigate risks of misappropriation of funds.</li><li>10. To make bank reconciliation of the school accounts as well as preparation of required monthly financial</li></ol>	
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			<p>statements</p> <p>11.To be responsible for the day to day running of reception office of the School manager,</p> <p>12.To be responsible for the prompt dispatch of all outgoing documents from the office of the School manager to the intended recipients, clearly recording all dispatch details in order to ensure easy follow up of the documents;</p> <p>13.To carry out any other secretarial support tasks for the institution;</p> <p>14.To carry out any other duty that may be assigned by the school manager</p>	
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Interested candidates should send their applications together with a Curriculum Vitae (CV) detailing their academic qualifications and professional experience in the above mentioned areas to the Skills Development Project Manager or send e-mail to; [wmuyenzi@yahoo.com](mailto:wmuyenzi@yahoo.com) and a copy to [recruitment@wda.gov.rw](mailto:recruitment@wda.gov.rw). The Applicants will be selected in accordance with procedures set out in the National Recruitment Guidelines. Interested individuals may obtain further information on the following website: [www.wda.gov.rw](http://www.wda.gov.rw), or call on Tel: (+250) 788303886.

Candidates should submit; an application letter, curriculum vitae, photo copy of the National Identity card, photocopies of academic certificates to Skills Development Project Manager or send to the above email addresses not later than 3<sup>rd</sup> October 2014 at 5: 00 pm.

Done at Kigali 23<sup>rd</sup> September 2013.

Jerome GASANA  
DIRECTOR GENERAL