

REPUBLIC OF RWANDA



RWANDA HOUSING AUTHORITY (RHA)

Kigali,.....

N°:

JOB ANNOUNCEMENT

Rwanda Housing Authority (RHA) wishes to recruit qualified, hardworking, well motivated and experienced employees in the following positions:

N°	Job title	Qualifications	Responsibilities	N° of staff
1.	Director of Building Regulation and Professional Services Unit	<ul style="list-style-type: none">A0 in Civil Engineering, Construction Law, Construction Management, Estates Management with 3 years of working experience or Master's degree in Civil Engineering, Construction Law, Construction Management, Estates Management with 1 year of working experience.	<ul style="list-style-type: none">Provide regular direction and leadership to the staff in the unit;Coordinate the activities related to laws and standards in construction and human settlement;Ensure the approval by the management the prepared regulation booklets for awareness campaign in human settlement and construction;Propose where applicable, the amendments and editions of the regulation booklets for awareness campaign in human settlement and construction;Coordinate the elaboration, development of the	1

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			<p>procedure manuals related to application forms, scrutiny and design conformity in construction industry in Rwanda and advocate for their approval;</p> <ul style="list-style-type: none"> ▪ Ensure the progressive improvement of public building compliance with regulations and standards in force; ▪ Monitor the drafting of human settlement and construction laws, regulations and standards to ensure the consideration of the international standards as well as incorporating the particular circumstances in Rwanda; ▪ Advise the management on way forwards of improving legal tools available in case of identified omissions or gaps. ▪ Supervise the elaboration of the capacity building and awareness campaign programs and activities of the stakeholders on human settlement and construction laws, regulations and standards and coordinate those activities; ▪ Coordinate the capacity building activities of the districts and City of Kigali in the building permitting activities; ▪ Coordinate the professional bodies and ensure that they comply with the regulations in place in Rwanda; ▪ Ensure the elaboration of the laws legislating the 	

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			<p>professional bodies and oversee their code of conduct.</p> <ul style="list-style-type: none"> ▪ Advise the management on the way forwards of effectively improving the key areas and legal tools in relation to the human settlement and construction industry in Rwanda. ▪ Monitor the implementation, performance and relevancy of approved procedure manuals; ▪ Coordinate the provision of the legal advice on technical documents elaborated and received by the institution on human settlement and construction in Rwanda; 	
2.	Regulation Design Specialist	<ul style="list-style-type: none"> • A0 in Law or Construction Law with 3 years of working experience or Master's Degree in Law or Construction Law. 	<ul style="list-style-type: none"> ▪ Collect, keep and manage in systematic records all policies, laws and decisions related to human settlement and construction in Rwanda; ▪ Ensure the compliance of the activities of the institution with the evolution of laws, regulations and standards used in human settlement and construction in Rwanda; ▪ Contribute to jurisprudential process of human settlement and construction development in Rwanda; ▪ Provide legal opinions to ensure that the appropriate legal approach taken on arising matters is in accordance with ▪ existing laws in human settlement and construction 	1

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			<p>in Rwanda;</p> <ul style="list-style-type: none"> ▪ Provide legal advice on technical documents elaborated and received by the institution on human settlement and construction in Rwanda; ▪ Advise the management on way forwards by improving the legal tools available to achieve adequacy of set objectives with rules of law. ▪ Provide legal support in the elaboration, edition and assessment of contracts for the construction and human settlement projects of the institution; ▪ Legal follow up of the stakeholders or consultants complaints/appeals on human settlement and construction policy; ▪ Participate in the negotiations and other agreement discussions of the estate and other projects implementation undertaken by the institution on human settlement and construction. ▪ Identify the lawful potential problems in human settlement and construction industry; ▪ Submit for approval the legal research proposals; ▪ Collaborate with Research and Development Specialist to conduct the approved researches; • Propose the amendments and revisions of existing legal instruments related to the human settlement 	

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			and construction.	
3.	Design Conformity and Material Testing Engineer	<ul style="list-style-type: none"> • A0 in Construction Technology, Civil Engineering, Architecture or Structural Engineering or A1 in Construction Technology, Civil Engineering, Architecture or Structural Engineering with 3 years of work experience. 	<ul style="list-style-type: none"> ▪ Ensure that, during amendments of the laws, regulations and standards, the international standards are considered, while also incorporating the particular circumstances in Rwanda; ▪ Collaborate with the institutional divisions as well as other institutions in order to monitor the drafting of human settlement and construction laws, regulations and standards in Rwanda; ▪ Organize, implement and coordinate the capacity building programs and activities and awareness campaign events for the local officials and stakeholders on human settlement and construction laws, regulations and standards applied in Rwanda; ▪ Review existing standards on material testing and propose improvement/ initiate elaboration of New Standards; ▪ Coordinate the technical studies aimed at human settlement and construction laws, regulations and standards applied in Rwanda; ▪ Prepare and submit to the management the regular reports conducted on capacity building programs and awareness campaigns • Advise the management on the way forwards of effectively improving the human settlement and 	1

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			<p>construction laws, regulations and standards applied in Rwanda.</p>	
4.	Affordable Housing Products Planning Engineer	<ul style="list-style-type: none"> • A0 in Civil Engineering, Structural Engineering, Construction Technology, Estate Management & Valuation Engineer, or A1 Civil Engineering, Structural Engineering, Construction Technology, Estate Management & Valuation Engineer with 3 years of work experience. 	<ul style="list-style-type: none"> ▪ Balancing Housing supply and demand by ensuring total off take of constructed houses; ▪ Ensure proper management of rental houses and other houses for sale; ▪ Assist the investors in affordable housing projects for design related matters; ▪ Develop the cost effective and propose integrated designs with affordable infrastructure and social economical amenities; ▪ Participate in the feasibility studies for new affordable housing projects; ▪ Ensure the provision of basic infrastructure to the sites for affordable housing projects; ▪ Engage the stakeholders the implementation of affordable housing projects; ▪ Guide the investors, contractors and supervision firms along the projects lifespan to ensure the quality of the affordable housing projects; ▪ Assess requests for technical support for affordable housing projects and suggest to management the responses to the requests; • Provide the support depending on the needs and 	1

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			communicate to the management the outputs and advise on the way forward.	
5.	Quantity Surveyor	<ul style="list-style-type: none"> • A0 in Quantity Surveying, Civil Engineering, Construction Management or A1 in Quantity Surveying, Civil Engineering, Construction Management with 3 years working experience. 	<ul style="list-style-type: none"> ▪ Prepare the feasibility studies for client requests; ▪ Price forecast the cost of the different housing and housing related projects; ▪ Prepare tender documents, contracts, budgets, bills of quantities and other documentation; ▪ Track changes to the design and/or construction work and adjusting budget projections accordingly; ▪ Assist in procuring the contractors and/or subcontractors who work on the building project; ▪ Measure and value the work done on site; ▪ Assist in establishing a client's requirements and undertake feasibility studies. 	1
6.	Affordable Housing Architect	<ul style="list-style-type: none"> • A0 in Architecture 	<ul style="list-style-type: none"> ▪ Assists the senior Architect during implementation of already completed designs; ▪ Supervise construction works on affordable housing sites; ▪ Collaborate with engineers to elaborate the technical specifications and terms of references for technical studies in affordable housing program; ▪ Supervise the consultants to ensure the quality of architectural design in technical studies of affordable housing projects; ▪ Assist investors in Affordable housing projects for architectural design matters; ▪ Provide support to the local developments designs including social economical amenities where 	1

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			affordable housing program will be implemented;	
7.	Affordable Housing Electrical Engineer	<ul style="list-style-type: none"> • A0 in Electrical Engineering, Electronics Engineering, Electro-Mechanical Engineering or A1 in Electrical Engineering, Electronics Engineering, Electro-Mechanical Engineering with 3 years of working experience. 	<ul style="list-style-type: none"> ▪ Contribute in the elaboration of terms of reference and technical specifications for technical studies on electrical services, electronic security devices and broad band for affordable housing projects; ▪ Advise the consultant on the best practices in line with standards in force on the design and installation of electrical services, electronic security devices and broad band in affordable housing projects; ▪ Advise technically on documents delivered by the consultant at different stages of technical studies with regard to the design, installation and commissioning of electrical services, electronic security devices and broad band in affordable housing projects; ▪ Collaborate with Engineer and Architects to assess and verify the electrical services, electronic security devices and broad band reports from the consultants to ensure the quality of the final deliverables; ▪ Participate in the validation of deliverables; ▪ Design electrical services, electronic security devices and broad band services for small projects where a consultant is not required in affordable housing projects; ▪ Advise, technically, the investors, contractors and the supervisors on the best practices in line with standards in force on electrical services, electronic 	1

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			<p>security devices and broad band installation in affordable housing projects;</p> <ul style="list-style-type: none"> ▪ Participate in the handovers of affordable housing construction projects on the side of the institution and ensure their smooth running; • Participate in the validation sessions of affordable housing projects from investors. 	
8.	Building Design Architect	<ul style="list-style-type: none"> • A0 in Architecture or A1 in Architecture with 3 years of working experience. 	<ul style="list-style-type: none"> ▪ Contribute to the establishment of the building technology, optimum typology and Cost effective designs related to government buildings; ▪ Collaborate with engineers to elaborate the technical specifications and terms of references for technical studies in government buildings; ▪ Supervise the consultants to ensure the quality of architectural design in technical studies of government buildings projects; ▪ Collaborate with Engineers to conduct the feasibility studies for new government buildings projects; ▪ Elaborate the annual reports of achievements in each government building project; ▪ Provide technical support to other institutions as per request; 	1
9.	IDP Model Village Senior Architect	<ul style="list-style-type: none"> • A0 in Architecture, Urban Design or Civil Engineering with 3 years of working experience or Master's Degree in 	<ul style="list-style-type: none"> ▪ Establish the building technology, optimum typology and cost effective of IDP Model villages projects; ▪ Ensure that all pillars of IDP Model villages are 	1

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		<p>Architecture, Urban design or Civil Engineering A1 in Civil Engineering with 3 years of working experience.</p>	<p>provided in developed planned villages;</p> <ul style="list-style-type: none"> ▪ Guide the consultants to ensure the quality of architectural design in technical studies of rural settlements projects by ensuring the compliance and validation of deliverables to the contract; ▪ Collaborate with Civil Engineers to ensure the smooth contract management both to the client and the contractors; ▪ Prepare and propose better landscaping of rural settlements projects; 	
10.	ICT Officer	<ul style="list-style-type: none"> • A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System 	<ul style="list-style-type: none"> • Plan improvements to the network to ensure that the network is able to support current and future demands placed on it • Actively create and maintain plans for future infrastructure maintenance and services • check new computer equipment on arrival and install as appropriate • maintain computer peripheral equipment such as scanners, printers, whiteboards, projectors; ensure that these are prepared and ready to be used • liaise with external suppliers for the repair of equipment under warranty or maintenance contract • Coordinates project delivery by participating in design reviews and walk-throughs to communicate systems designs and validate proposed solutions • Collection, analysis, review, documentation and communication of business needs and requirements • Understanding and implementing the business issues and data challenges of client's Institution/Ministry 	2

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			<ul style="list-style-type: none"> • Identifies client organization's strengths and weaknesses and suggests areas of improvement. • Reviews and edits requirements, specifications, business processes and recommendations related to proposed solution. • Develops functional specifications and system design specifications for client engagements. • Work with Project manager to enforce project deadlines and schedules • Understanding/analyzing Exchange/Technical specifications and engage in constant communication with stakeholders • Prepare status updates for projects and consolidation of periodical reports • Establishing and maintaining relationships with stakeholders ensuring that project related changes are communicated and understood within the Institution/Ministry • Prioritizing requests from various business units and project manage them together with various development team members 	

Competent and interested candidates are requested to fill and submit an electronic job application form using online E- recruitment available on MIFOTRA website www.mifotra.gov.rw. All job applications must be submitted not later than 26th November 2018.

Done at Kigali on.....

Eric SERUBIBI
Director General