

VACANCY ANNOUNCEMENT

The Management of Higher Education Council (HEC) seeks to recruit competent permanent staff to fill the vacant positions as follows:

Job Title linked to the job position	Duties and responsibilities	Job Profiles	Number of Jobs
Procurement Officer	<ol style="list-style-type: none"> 1. Collect and organize information on tenders to be issued in a given Financial year; 2. Participate in the planning and budgeting process of the Institution; 3. Prepare the annual procurement plan and submit the procurement plan to management for approval; 4. Provide technical advice to the Director General on the procurement procedures to ensure compliance to public procurement laws and regulations; 5. Make a follow up on the submission of the procurement plan to RPPA and its publication on the institution's website; 6. Make follow up on the timely preparation of technical specifications/ToRs for goods, services to be procured; 7. Prepare of tender documents; 	<p><u>Minimum qualification</u></p> <p>Bachelor's Degree in Procurement or Purchasing and Supply Chain Management. Recognized procurement professional certification is an added advantage.</p> <p>A holder of a Degree in Management, Accounting, Law, Public Finance, Economics or Civil Engineering with a professional certification such as: Chartered Institute of Procurement and Supply (CIPS), Certified International Procurement Professional (CIPP), Certified International Advanced Procurement Professional (CIAPP) or any other recognized procurement professional certification is eligible.</p>	1



	<ol style="list-style-type: none"> 8. Produce tender notices and publications; 9. Distribute tender documents and receive bids; 10. Organize the opening and evaluation of bids; 11. Prepare notification letters for bidders and recommend contract awards and participate in contract negotiation; 12. Provide information/ support documents for contract drafting to the Legal affairs; 13. Follow-up of contract execution and completion in collaboration with the user departments/Division and Directorates; 14. Prepare certificates of completion for suppliers; 15. Serve as Secretary to the institution tender committee; 16. Provide technical guidance to the Public internal tender committee and receiving committee; 17. Produce and submit timely monthly report to RPPA on procurement plan progress; 18. Produce procurement reports as required by a funding Institution or donors; 19. Facilitate Procurement Audit; 20. Ensure a proper and safe filling system for procurement information; 21. Submit weekly, monthly and quarterly reports to the supervisor regarding the activities related to procurement; 22. Perform any other duties assigned by his/her supervisor. 	<p>Required competencies and Key technical skills</p> <ul style="list-style-type: none"> - Understanding of public procurement laws and procedures; - Experience of working with E-government, procurement system or other procurement software; - Knowledge of procurement techniques as well as in market practices; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage. 	
Secretary to the Finance	<ol style="list-style-type: none"> 1. Receive, transmit and direct calls, mails, couriers to and from the office of administration and finance; 2. Give purchase codes to suppliers of HEC; 	<p>Minimum Qualification</p> <p>Advanced Diploma (A1) in Secretarial Studies, Office Management and Administration;</p>	1



	<ol style="list-style-type: none"> 3. Manage Diaries and arrange appointments for the office of administration and finance; 4. Keep office records and files for the office of administration and finance and ensure their custody; 5. Register mails and documents on computer and direct outgoing correspondences from office of administration and finance; 6. Welcome and direct/guide visitors and ensure service delivery; 7. Timely schedule and organize meetings and events for the office of administration and finance; 8. Examine incoming mails/couriers for completeness; 9. Answer inquiries about Services offered in the office of administration and finance; 10. Maintain order and a favorable environment in the office of administration and finance; 11. Perform any other duties assigned by his/her supervisor. 	<p>Bachelor's Degree in Secretarial Studies, Office Management and Administration, Public Administration, Administrative Sciences, Management, Business Administration, Finance,, Accounting, Sociology, Social work, Law, Political Sciences, Travel and Tourism Management, Development Studies, Hospitality Management, Communication, Marketing, Public Relations, Journalist, Media, Economics, International Relations, Translation and Interpretation Studies, Linguistics and Literature, Arts and Publishing, Arts and Creative Industry, Business Information Technology, Procurement, Logistics and Supply Chain Management, Psychology, Language and Arts Education, Education Science, Customer Relations.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Knowledge of clerical and administrative procedures and system such as filing and record keeping; - Knowledge of principles and practices of basic Office management; - Organizational skills with the ability to multi-task; - Written and verbal communication skills - Administrative skills - Problem solving skills - Resource management skills; - Analytical skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; 	
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Interested candidates should submit their applications through e-recruitment.mifotra.gov.rw /Rwanda Civil Service Portal. The detailed advertisement is also found on the Higher Education Council (HEC) website: <http://www.hec.gov.rw>.

Done at Kigali, on 19/02/2025

HEC MANAGEMENT

