

REPUBLIC OF RWANDA



MINISTRY OF SPORTS

**INTERNAL RECRUITMENT ANNOUNCEMENT FOR THE POSITIONS IN THE MINISTRY OF SPORTS**

The Mission of the Ministry of Sports is to Develop and Support the Implementation of Policies and Strategies that Promote Sports Development Initiatives aimed at Economic and Social Transformation. MINISPORTS currently has various vacant job positions to be filled internally. Therefore, the Ministry is seeking internal highly competent and motivated individuals to fill the vacant positions reflected in the table below.

S/No	Names of the Job Position	Number of the Position	Minimum qualifications Required	Duties and Responsibilities
1	Planning, M&E Specialist	1	Bachelor's Degree in Economics, Management, Development Studies, Statistics, Project Management, Public Policy, Business Administration, Finance, Monitoring and Evaluation with three (3) years of relevant working experience; or Master's Degree in Economics, Management, Development Studies, Statistics, Project Management, Public Policy, Business Administration, Finance, Monitoring and Evaluation with three (1) years of relevant working experience.	<ul style="list-style-type: none"><li>Ensure that the national sports policies/priorities are highly considered in MINISPORTS planning process;</li><li>Coordinate the formulation, update, review harmonization and implementation of policies, strategies, protocols, norms, guidelines and standards for planning Monitoring &amp; Evaluation;</li><li>Work closely with MINISPORTS units in development of their action plans and M&amp;E plans and ensure harmony with the overall MINISPORTS priorities;</li><li>Coordinate and ensure an integrated planning, budgeting, and monitoring and evaluation process for the sports sector;</li></ul>



	<p>A holder of a Degree in any other field with PMP or any Project/Planning related professional course certified by competent organs with (3) years of relevant working experience is eligible.</p> <p>A transition period for professional certification requirement is three (3) years starting from 01<sup>st</sup> January, 2021. However, a new entrant without the required professional certification for a given job position shall not be eligible, one (1) year before the expiration of the transition period.</p> <p><b>Required Competencies and Key Technical Skills:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of National Planning, Budgeting and reporting framework, Tools and systems;</li> <li>- Knowledge of National development agenda;</li> <li>- Knowledge of policy formulation and analysis;</li> <li>- Knowledge of global, continental and regional development agenda;</li> <li>- Strategic Planning and decision-making capabilities;</li> <li>- Knowledge of programs and project planning, monitoring and evaluation;</li> <li>- Knowledge in application of result-based management;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advise the Ministry, sports federations and associations, in planning related activities;</li> <li>▪ Conduct the development and regular reviews of action plans of the MINISPORTS, its units and National Sports federations;</li> <li>▪ Ensure Performance Contract of Staff are aligned with Annual Action Plan and uploaded into RBM system;</li> <li>▪ Ensure the continuity of monitoring and evaluation mechanism towards the timely and results-based implementation of sports sector targets;</li> <li>▪ Coordinate and ensure the timely reporting of Sports sector activities;</li> <li>▪ Examine the reports on the implementation of the plans in MINISPORTS units and national sports federations;</li> <li>▪ Draw, document, disseminate and apply good practices and lessons learnt in new and revised planning;</li> <li>▪ Plan and lead capacity building sessions in the Ministry and sports organizations to enhance planning, monitoring and evaluation;</li> <li>▪ Identify the problems in the field and seek solutions;</li> <li>▪ Be proactive, innovative and expedient;</li> <li>▪ Keep MINISPORTS staff updated with the latest developments in his domain.</li> </ul>
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2	Accountant	1	<p>Bachelor's Degree in Accounting/ Finance/ Economics/ Management with at least foundation level one of CPA/CIA/CPFA/CPFM/ACCA (Applied Knowledge of ACCA) or Stage two of CAT/API Certificate.</p> <p>A transition period for professional certification requirement is three (3) years starting from 01<sup>ST</sup> January, 2021. However, a new entrant without the required professional certification for a given job position shall not be eligible, one (1) year before the expiration of the transition period.</p>	<ul style="list-style-type: none"> <li>▪ Participate in preparation and monitoring of annual operating budgets and control its execution;</li> <li>▪ Payments for goods and services;</li> <li>▪ Receive and check conformity and accuracy of payments requests;</li> <li>▪ Ensure proper disbursement of funds is supported by appropriate dossiers;</li> <li>▪ Ensure safe custody of payments vouchers;</li> <li>▪ Ensure fair proper Financial Management and reporting;</li> <li>▪ Maintain Cash Book and General Ledger using an appropriate accounting software to produce Revenue and expenditure reports and other financial statements;</li> <li>▪ Prepare bank reconciliation statements at the end of each month;</li> </ul>





			<p><b>Required Competencies and Key Technical Skills:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Accounting; financial reporting and auditing standards (Such as IPSAS; IFRS; ISSAs);</li> <li>- Proficiency in financial management system;</li> <li>- Resource management Skills;</li> <li>- Analytical Skills;</li> <li>- Problem Solving Skills;</li> <li>- Decisions Making Skills;</li> <li>- Time management Skills;</li> <li>- Risk management Skills;</li> <li>- Results Oriented;</li> <li>- Digital Literacy Skills;</li> <li>- Fluency in Kinyarwanda, English, and/or French. Knowledge of all is an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare complete, accurate and timely financial reports and statements in accordance with mandatory deadlines;</li> <li>▪ Participate in preparation and monitoring of annual operating budgets and control its execution;</li> <li>▪ Ensure payments for goods and services;</li> <li>▪ Posting the budget into SMART IFMIS in collaboration with MINECOFIN;</li> <li>▪ Technical assistance to departments in annual, quarterly and monthly cash flow forecasts preparation and compile their plans for approval;</li> <li>▪ Posting cash flow plans into SMART IFMIS;</li> <li>▪ Regular monitoring of the annual budget execution and alerting budget implementers for any inefficiency;</li> <li>▪ Carrying out payments to suppliers and requests in consistency with the approved budget and in compliance with the public financial management;</li> <li>▪ Ensure Financial Management and reporting;</li> <li>▪ Participate and facilitate in internal audit processes and procedures;</li> <li>▪ Availing all documents required by audit missions;</li> <li>▪ Work with the OAG Audits to ensure a clean audit opinion;</li> <li>▪ Ensure good governance ethics, professional Human resource management, towards sustainable development of sports federations and associations;</li> <li>▪ Ensure that organisational and managerial</li> </ul>
3	National Federations and Associations Specialist	1	Bachelor's Degree in Physical Education, Sports Sciences, Sport Studies, Sports Management, Sports Development, Leisure Studies, Recreation Management, Sport	

		
<p>Analytics, Law with three (3) years of relevant working experience;</p> <p>Executive Masters in Olympic Organization Management (MEMOS), Master's Degree in Physical Education, Sports Sciences, Sports Studies, Sports Management, Sports Development, Leisure Studies, Recreation Management, Sport Analytics or Law with (1) year of relevant working experience.</p> <p><b>Required Competencies and Key Technical Skills:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Government Policy Making;</li> <li>- Knowledge of Sports Policies, Strategies and Guidelines;</li> <li>- Knowledge of the international sports organizations;</li> <li>- Knowledge of sports equipment standards;</li> <li>- Ability to build and maintain effective relationships and to communicate well with a variety of people;</li> <li>- Ability to project a positive image of sport to people at all levels;</li> <li>- Report writing and presentation skills;</li> <li>- Sports governance skills;</li> <li>- Resource management Skills;</li> <li>- Analytical Skills;</li> <li>- Problem Solving Skills;</li> <li>- Decisions Making Skills;</li> <li>- Time management Skills;</li> <li>- Risk management Skills;</li> <li>- Results Oriented;</li> </ul>		<ul style="list-style-type: none"> <li>▪ structures of Sports Federations and Associations meet the national orientation of sports development;</li> <li>▪ In collaboration with the ministry's Legal Affairs Specialist in advising sports federations and associations on drafting and enforcement of appropriate legal provisions;</li> <li>▪ In collaboration with the Sports Standards and Technology Specialist, ensure availability of up to date standardized sports equipment for development programs under the Ministry, Sports Federations and Associations;</li> <li>▪ Analyze and advise on registration requests of sports federations and associations;</li> <li>▪ Participate in the elaboration of sports development policy;</li> <li>▪ Coordinate and ensure professional implementation of planned programs and activities in Sports Federations and Associations;</li> <li>▪ Ensure and monitor the implementation of annual action plans of Sports Federations and Associations are strategically aligned with Ministry's orientation;</li> <li>▪ Ensure timely reporting of Sports Federations and Associations to the Ministry.</li> <li>▪ Elaborate the Framework agreements between the Ministry and federations/associations and monitor its implementation;</li> </ul>



		<p>- Digital Literacy Skills; - Fluency in Kinyarwanda, English, and/ or French. Knowledge of all is an added advantage.</p>	<ul style="list-style-type: none"> <li>▪ To ensure and coordinate the alignment of National federations and Associations to the strategic vision of the country;</li> <li>▪ Supervise the National federations and Associations' functions and management to improve their efficiency;</li> <li>▪ Ensure implementation of gender balance and protection strategies and principles in management and employment within Federations, Associations.</li> </ul>
<p>4 Sports for Development, Recreation and Leisure Specialist</p>	<p>1</p>	<p>Bachelor's Degree in Physical Education, Sports Sciences, sports Studies, Leisure Studies, Sport Development Studies, Sport Development &amp; Management, Sport Management, Leisure Management, Recreation Management, Health and Exercise Science, or Sports &amp; Recreation Management with (3) years of relevant working experience; or</p> <p>Executive Masters in Olympic Organization Management (MEMOS), Master's Degree in Physical Education, Sports Sciences, sports Studies, Leisure Studies, Sport Development Studies, Sport Development &amp; Management, Sport Management, Leisure Management, Recreation Management, Health and Exercise Science, or Sports &amp; Recreation Management with (3) years of relevant working experience.</p>	<ul style="list-style-type: none"> <li>▪ Participate in the elaboration of sports policy;</li> <li>▪ Advise, propose and develop "Sports for Development" strategies and programs to the Ministry and monitor their implementation;</li> <li>▪ Ensure that sports for development programs promote social transformation;</li> <li>▪ In collaboration with the concerned stakeholders, develop training programs for social sporting and leisure professionals;</li> <li>▪ Develop "Sports for Development" strategies and programs for the promotion of specialized sports (Eg. people with disabilities, elderly, etc.);</li> <li>▪ Monitor Community sporting competitions and activities;</li> <li>▪ Identify and engage potential partners in relevant area of cooperation in recreation and leisure activities;</li> <li>▪ Identify and advocate potential areas for sports community gathering and recreation activities;</li> </ul>





			<ul style="list-style-type: none"> <li>- Knowledge of Government Policies;</li> <li>- Knowledge of Sports Policies, Strategies and Guidelines;</li> <li>- Knowledge of the international sports organizations;</li> <li>- Knowledge of sports equipment standards;</li> <li>- Knowledge in sports coaching;</li> <li>- Resource management Skills;</li> <li>- Analytical Skills;</li> <li>- Problem Solving Skills;</li> <li>- Decisions Making Skills;</li> <li>- Time management Skills;</li> <li>- Risk management Skills;</li> <li>- Results Oriented;</li> <li>- Digital Literacy Skills;</li> <li>- Fluency in Kinyarwanda, English, and/ or French. Knowledge of all is an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure community strategies for promoting physical activities are implemented;</li> <li>▪ Ensure gender participation in recreation and Leisure activities.</li> </ul>
5	Sports Events Management and Marketing Specialist	1	<p>Bachelor's Degree in Event Management, Sports for Sciences, Sports Management, Sports Studies, Sport Marketing, Sports, Entertainment, and Event Management, Project Management, Marketing, Management, Business Administration or Economics with three (3) years of relevant working experience; or</p> <p>Executive Masters in Olympic Organization Management (MEMOS), Master's Degree in Event Management, Sports Studies, Sports Sciences, Sports Management, Sports Marketing, Sports, Entertainment, and Event Management, Project Management, Management, Business Administration,</p>	<ul style="list-style-type: none"> <li>▪ Develop appropriate operational framework for sport events;</li> <li>▪ Advise and inform the Ministry on bidding and hosting of international strategic sport events;</li> <li>▪ Conceptualize, design and organize the event from the bidding documents to hosting of the events;</li> <li>▪ In collaboration with the Legal Affairs Specialist inform and advise the Ministry on needed legal provisions for hosting event;</li> <li>▪ Advise the Ministry on various professional approaches to market and to manage sport events;</li> </ul>



			<p>Marketing, or Economics with (1) year of relevant working experience.</p> <p><b>Required Competencies and Key Technical Skills:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of government policy making;</li> <li>- Knowledge of Sports Policies, Strategies and Guidelines;</li> <li>- Knowledge of the international sports organizations;</li> <li>- Knowledge of sports equipment standards;</li> <li>- Knowledge of sporting events, teams and product connected;</li> <li>- Specialization in sport marketing;</li> <li>- Resource management Skills;</li> <li>- Analytical Skills;</li> <li>- Problem Solving Skills;</li> <li>- Decisions Making Skills;</li> <li>- Time management Skills;</li> <li>- Risk management Skills;</li> <li>- Results Oriented;</li> <li>- Digital Literacy Skills;</li> <li>- Fluency in Kinyarwanda, English, and/ or French. Knowledge of all is an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify and involve key potential sponsors and partners in sports development programs;</li> <li>▪ Develop professional sponsorship strategies to attract partners and ensure related negotiations are conducted up to completion;</li> <li>▪ Develop and manage strong relationship with creative, media, promotional agencies, key stakeholders and development partners;</li> <li>▪ Develop elements of marketing plan that play a role in effective communication of the Ministry;</li> <li>▪ Provide technical guidance and skills to the Federations and sports organizations in events planning and marketing;</li> <li>▪ Carry out market survey for sports dynamics and advise the ministry accordingly.</li> </ul>
6	Public Relations and Communication Specialist	1	<p>Bachelor's Degree in Communication, Journalism, Public Relations, or Media with (3) years of relevant working experience; or Master's Degree in Communication, Journalism, Public Relations, or Media with (1) year of relevant working experience.</p>	<ul style="list-style-type: none"> <li>▪ Ensure professional public relations of the Ministry are maintained;</li> <li>▪ Ensure professional and friendly relationship is maintained with media outlets;</li> <li>▪ Provide media and communication advice to the Ministry and its departments;</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Handle media requests for information and ensure that timely and professional responses are provided;</li> <li>▪ Coordinate the Ministry's public appearances in planned events as well as appearance of Ministry's top managers (Minister and PS) in public events;</li> <li>▪ Attend national and international audiences and media events of the Minister and the Permanent Secretary and take any necessary follow-up action;</li> <li>▪ Organize and lead implementation of ministry's communication campaigns;</li> <li>▪ Analyze media coverage;</li> <li>▪ Analyzing media coverage and monitoring public opinion and trends related to sports sector and advice on Ministry's response through the different media platforms (Ministry's Website, TV, Radio, Social Media, Online Media...);</li> <li>▪ Develop the institution's annual media plan and ensure its implementation;</li> <li>▪ Daily media monitoring and preparation of media reports for the Minister and Permanent Secretary;</li> <li>▪ Ensure timely and professional dissemination of Ministry's information (Eg. Prepare Ministry's press releases etc.)</li> <li>▪ In collaboration with the Sports Events Management and Marketing Specialist; manage and ensure professional relations with sports sector stakeholders and potential investors;</li> </ul>
	<p>A holder of Bachelor's Degree in any field with five (5) years of relevant professional experiences in Communication, Media and /or Public Relations is eligible.</p> <p><b>Required Competencies and Key Technical Skills:</b></p> <ul style="list-style-type: none"> <li>- Ability to understand and apply fundamental concepts and principles related to investigating facts, gathering and packaging of information for effective delivery to audiences;</li> <li>- Knowledge of the Government of Rwanda policies and procedures relating to communication and media;</li> <li>- Ability to develop and implement communication initiatives using appropriate tools and channels;</li> <li>- Ability to advise and provide technical support on media and communication matters;</li> <li>- Research Skills;</li> <li>- Demonstrated extensive knowledge of online communication tools with special emphasis in audiovisual production and dissemination;</li> <li>- Resource management Skills;</li> <li>- Analytical Skills;</li> <li>- Problem Solving Skills;</li> <li>- Decisions Making Skills;</li> <li>- Time management Skills;</li> <li>- Risk management Skills;</li> <li>- Results Oriented;</li> </ul>	

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7	Sports Standards and Technology Specialist	1	<p>Bachelor's Degree in computer science, Information Technology, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System with three (3) years of relevant</p>	<ul style="list-style-type: none"> <li>▪ Organise press conferences and draft content for the institutional website and ensure it is timely updated;</li> <li>▪ In collaboration with the Advisor to the Minister, assist in drafting public remarks for Ministry's planned public events/appearances;</li> <li>▪ Prepare the briefing notes for high visitors as well as the speeches and messages to be delivered by the Minister;</li> <li>▪ Coordinate and interlink with sports sectors federations and associations to improve sector visibility;</li> <li>▪ Maintain communication contact data base;</li> <li>▪ Attend the monthly meetings for communication officers of National sport federations;</li> <li>▪ Plan and lead capacity building sessions in the Ministry and sports organizations to enhance communication skills;</li> <li>▪ Develop and manage strong relationship with creative, media, promotional agencies, key stakeholders and development partners.</li> <li>▪ Develop Sports facilities and equipment standards manual for all sports disciplines and share it with concerned sports sector stakeholders;</li> <li>▪ Develop and disseminate guidelines for standardized age appropriate usage of sports facilities and equipment;</li> </ul>
			<p>- Digital Literacy Skills; - Fluency in Kinyarwanda, English, and/ or French. Knowledge of all is an added advantage.</p>	

		<p>working experience with Certifications in A+, N+; or</p> <p>Masters in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, or Information Technology with one (1) year of relevant working experience.</p> <p>Professional Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP framework or MCITP are an added advantage.</p> <p><b>Required Competencies and Key Technical Skills:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of government policies;</li> <li>- Knowledge of Sports Policies, Strategies and Guidelines;</li> <li>- Knowledge of sports equipment standards;</li> <li>- Resource management Skills;</li> <li>- Analytical Skills;</li> <li>- Problem Solving Skills;</li> <li>- Decisions Making Skills;</li> <li>- Time management Skills;</li> <li>- Risk management Skills;</li> <li>- Results Oriented;</li> <li>- Digital Literacy Skills;</li> <li>- Fluency in Kinyarwanda, English, and/ or French. Knowledge of all is an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep record of all national sports infrastructure and provide related assessment reports on compliance to international standards and propose strategies to address identified issues;</li> <li>▪ Propose the best IT solution and technology to Improve sports infrastructure management;</li> <li>▪ In collaboration with Sports Research and Innovation Specialist, conduct research on current and new sport technologies;</li> <li>▪ Plan and conduct training session for sports sector stakeholders on the usage of new sports technologies;</li> <li>▪ Identify, inform and advise the Ministry on potential strategic partnership to promote the use of innovative standardized sports technologies to attain high and competitive sports performance;</li> <li>▪ Innovation and sports development;</li> <li>▪ Initiate and operationalize different system applications to boost sport visibility;</li> </ul>
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8	Sports Research and Innovation Specialist	1	<p>Bachelor's Degree in Physical Education, Sports Sciences, Sports Studies, Project Management, Management, Business Administration, Marketing, Economics, or Statistics with at least 3 years of relevant working experience; or Executive Masters in Olympic Organization Management (MEMOS), Master's Degree in Physical Education, Sports Studies, Sports Sciences, Project Management, Management, Business Administration, Marketing, Economics, or Statistics with at least 1 year of relevant working experience.</p> <p><b>Required Competencies and Key Technical Skills:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Government Policy Making;</li> <li>- Knowledge of Sports Policies, Strategies and Guidelines;</li> <li>- Proven experience in the field of research;</li> <li>- Knowledge of research and Testing methodologies;</li> <li>- Experience of Using Statistical analysis Software;</li> <li>- Knowledge of Sports Field;</li> <li>- Well versed in database management;</li> <li>- Innovation and Creativity Skills;</li> <li>- Accuracy and attention to details;</li> <li>- An interest in Sports development and Sports Studies;</li> <li>- Resource management Skills;</li> <li>- Analytical Skills;</li> <li>- Problem Solving Skills;</li> </ul> <ul style="list-style-type: none"> <li>▪ Identify fields for research, formulate effective and efficient professional research process and methodologies;</li> <li>▪ Create a plan of action, set project goals, and manage to completion;</li> <li>▪ Identify and propose innovative solutions to address sports development needs;</li> <li>▪ Assess collected data, analysis and reports for the purpose of fact-based planning;</li> <li>▪ Identify and involve key stakeholders in sports research;</li> <li>▪ Participate and provide technical guidance in collaboration with other stakeholders when writing research reports related to the MINISPORTS and in regard to health aspects;</li> <li>▪ Initiate operational research, support, approve, operational research planned and/or implemented by the MINISPORTS programs, projects and partners, etc;</li> <li>▪ Ensure documentation, reporting and presentation of findings to the ministry and partners;</li> <li>▪ Organize and facilitate research validation;</li> <li>▪ Ensuring regular evaluations to measure the impact of the sport sector interventions and lead technical report writing;</li> </ul>
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		<ul style="list-style-type: none"> <li>- Decisions Making Skills;</li> <li>- Time management Skills;</li> <li>- Risk management Skills;</li> <li>- Results Oriented;</li> <li>- Digital Literacy Skills;</li> <li>- Fluency in Kinyarwanda, English, and/ or French. Knowledge of all is an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify strategic cross-functional meetings, workshops, seminars, conferences on sports research and sports innovations trends;</li> <li>▪ Carry out market survey for sports dynamics and advise the Ministry accordingly.</li> </ul>
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Interested Internal candidates must submit an application letter addressed to the Permanent Secretary of the Ministry of Sports, accompanied by updated and detailed curriculum vitae, copy of national identity card, and non-notified copies of academic documents. Scanned application documents must be submitted in a single file by email to [recruitment@minisports.gov.rw](mailto:recruitment@minisports.gov.rw) not later than **28/09/2021 by 5 pm** Kigali Time. For more details, please contact HR services.

Done at Kigali, on 20/09/2021.

**Approved by:**

  
  
**SHEMA - MABOKO Didier**  
 Permanent Secretary