

REPUBLIC OF RWANDA



EASTERN PROVINCE  
NYAGATARE DISTRICT  
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e-mail: info@nyagatare.gov.rw

### JOB ANNOUNCEMENT

Nyagatare District under the support of CDAT project would like to recruit competent field full staffs that will be working as field technicians and Site data entry clerk in sectors of interventions; Mukama, Rukomo, Nyagatare and Katabagemu.

Those who are interested should submit their documents at District central secretariat not later than 10<sup>th</sup>/7/2023 from 9:30am to 17hr.

Late submission documents will be rejected.

Done at Nyagatare on 05/7/2023.

Fred HATEGEKIMANA

Executive secretary Nyagatare District



**STAFF TO BE RECRUITED UNDER THE CDAT PROJECT**

<b>Required Staff</b>	<b>Number</b>	<b>Qualification and Experience</b>	<b>Responsibilities</b>
<b>Site technicians</b>	one technician for at most 150 casual workers	<p>Holding at least A2 in Agriculture or related field with general experience of at least 3 years. A minimum of 2 years proven specific experiences in land husbandry activities. Ability to work under pressure and to manage and link with multi-disciplinary teams. Ability to communicate in Kinyarwanda and English or French is required, having minimum skills in topography is an added advantage required.</p>	<ul style="list-style-type: none"> <li>• To assign tasks to each blocks and report on blocks managers achievements to the site supervisor/engineer on daily basis;</li> <li>• To guide and oversee the correct implementation of the planned activities by the blocks of manpower under his/her supervision;</li> <li>- The task daily assigned to a single laborer is accomplished in time at the quality required.</li> <li>- The report on daily works progress done to the site supervisor/engineer and to the Project Field Staff.</li> <li>• To use efficiently the labor force deployed to each group;</li> <li>• To monitor daily the manpower attendance and report to site supervisor/engineer;</li> <li>• Training of the manpower and Farmers in practical skills of contour in land preparation ensuring the inclusion of women and youth.</li> <li>• To report daily to the site supervisor/engineer and site Coordinator on any challenge/problem which may affect the smooth implementation of activities</li> </ul>

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Required Staff	Number	Qualification and Experience	Responsibilities
<p align="center"><b>Site data entry clerk</b></p>	<p align="center"><b>one data entry for 1500 casual workers</b></p> <p align="center"><b>1</b></p>	<p>Holding at least A2 in computer, Secretariat or related field with 1 year of general experience and 1 year of specific experience in data entry. Strong computer skills and good experience in using computer software, Word and Spreadsheet. Ability to work under pressure and to coordinate and link with multi-disciplinary teams. Proven experience in data entry. Organizational skills and attention to detail. Readily available to work full-time for the duration of the appointment. Proficiency in Kinyarwanda and English or French is required.</p>	<ul style="list-style-type: none"> <li>• Collected daily site data from the site Supervisor/Engineer</li> <li>• Capturing electronically all data collected from the field on daily basis (man power attendance, quantities of fertilizers and inputs applied, number of ha treated and planted, tools and equipment provided by the project, etc.).</li> <li>• Ensuring data quality by verification of forms entered in the database and correction of errors</li> <li>• Timely and accurate coding and data entry of forms into CHF web database</li> <li>• To keep daily workers records,</li> <li>• Prepare manpower payments sheets for the site and ensure that payment lists are sent to the District not later than 2 days after the end of each and every fortnight</li> <li>• To attend the weekly site meeting and capture meeting minutes</li> <li>• Good management of tools and equipment under his/her responsibility</li> </ul>

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