

TERMS OF REFERENCE FOR THE RECRUITMENT OF A TRAINING SPECIALIST

1. Background

Rwanda Association of Local Government Authorities (RALGA) is a membership organization established in 2002 by the Districts and City of Kigali to enable them to fulfill the responsibilities entrusted to them under the decentralization policy adopted in 2000. Its vision is to have efficient local government entities where people and stakeholders are involved in the development, and its objective is to assist local government entities in achieving their mission, complying with principles of good governance and decentralization.

In order to further enhance its contribution to good governance and decentralization, RALGA wishes to recruit a Training Specialist.

Job Title: Training Specialist
Contract duration: Open ended

2. Main duties and responsibilities:

- 1) Identify regularly the members' capacity building needs and propose ways of addressing them;
- 2) Ensure proper planning, implementation, and reporting in relation to RALGA's capacity-building interventions;
- 3) Coordinate the development of course modules and designing customized learning platforms and adaptive approaches;
- 4) Manage RALGA's online e-learning platform and facilitate the learning process;
- 5) Contribute to sustaining RALGA's existing partnerships with local, regional, and international institutions;
- 6) Carry out any other tasks assigned to him by RALGA in relation to capacity building.

3. Academic qualifications

- ✓ Master's degree in education, public administration, business administration, management, economics, development studies, or other relevant social sciences with five (5) years of experience in organizational development and human resource development;
- ✓ At least a Bachelor's degree in the same fields with a professional experience of seven (7) years in organizational development and human resource development.



4. Professional experience

- ✓ Proven experience in teaching and adult education. Experience in Local Government capacity building would be an advantage;
- ✓ Multidisciplinary development sector experience across governance;
- ✓ Experience in decentralization and public administration;
- ✓ Proven experience in preparing and providing training materials

5. Key competencies and skills

- ✓ Being familiar with techniques of adult learning and module development;
- ✓ Good command of English and Kinyarwanda. French is an added advantage;
- ✓ High computer literacy;
- ✓ Critical thinking skills;
- ✓ High level of integrity is recommended.

How to apply

Interested candidates shall send their applications ONLINE to the Secretary General of Rwanda Association of Local Government Authorities (RALGA) on the following email: info@ralga.rw not later than **Thursday 10th October 2024 at 12:00 p.m.**

Women are strongly encouraged to apply.

The application file should comprise of:

- 1) A motivation letter;
- 2) A certified copy of the candidate's highest degree;
- 3) A Curriculum Vitae indicating key achievements in previous work experience in relation to the experience, competencies, and skills mentioned above;
- 4) Contact details of 3 referees who can testify to the good attitudes and performance of the candidate;
- 5) Any document that can help RALGA appreciate the candidate's suitability for the position.

Note: Only shortlisted candidates will be contacted.

Done at Kigali, on 01st October 2024


Dominique Habimana
Secretary General

