



REPUBLIKA Y'U RWANDA  
REPUBLIC OF RWANDA



URWEGO RUSHINZWE INTWARI Z'IGIHUGU, IMIDARI N'IMPETA Y'ISHIMWE  
CHANCELLERY FOR HEROES, NATIONAL ORDERS AND DECORATIONS OF  
HONOUR

Kigali ...11... / ...03... / ...2022  
N° ...555... / ES/DAF/2022

### VACANCY ANNOUNCEMENT

Chancellery for Heroes, National Orders and Decorations of Honour ( CHENO) was established by the constitution of 2003, revised in 2015 in its article 139 and it is determined by the law n° 13 bis /2009 of 16/06/2009 determining the responsibilities, structure and functioning of the Chancellery for Heroes, National Orders and Decorations of Honor as revised in the 2016;

In the process of fulfilling CHENO's Organizational structure as stipulated by the Prime Minister Order N° 071/03 of 12/08/2020 determining organizational structure, salaries and fringe benefits for staff of Chancellery for Heroes, National Orders and Decorations of honour;

CHENO is seeking to recruit a self-motivated and competent person for the various positions as below:

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S/N	Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Job description	Number	Level
<u>1</u>	Administration & Finance Unit	Logistics Officer	Logistics Officer	<p>Advanced Diploma (A1) or Bachelor's Degree in Supply Chain Management, Store Management, Management, Finance, Accounting, Economics, Logistics Management, Assets Management or Business administration</p> <p><u>Key Competencies &amp; Technical Skills:</u></p> <ul style="list-style-type: none"> <li>• Resource Management skills;</li> <li>• Analytical skills;</li> <li>• Decision Making skills;</li> <li>• Time Management skills;</li> <li>• Risk Management skills;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop and implement the methodologies and tools to enable effective execution of logistic plans;</li> <li>▪ Ensure daily management of logistics in order to facilitate the proper functioning of works;</li> <li>▪ Facilitate the codification and record of material;</li> <li>▪ Elaborate periodic inventory of fixed and non -fixed assets on regular basis (monthly, quarterly and annual);</li> <li>▪ Ensure the delivery of material or equipment ordered by the Institution;</li> <li>▪ Organize the distribution of purchased assets;</li> <li>▪ Follow up the maintenance of non-fixed assets;</li> <li>▪ Identify equipment that need to be replaced based on law related to amortization rate, and the status of material;</li> <li>▪ Provide a written technical advice for the decommissioning of damaged or depreciated equipment;</li> <li>▪ Participate in elaboration of contract for maintenance, service and equipment.</li> </ul>	1	5.II

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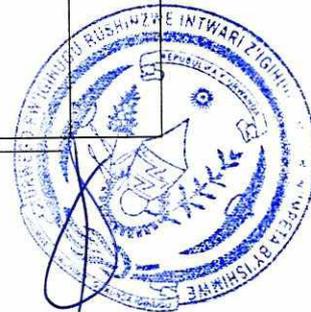


				<ul style="list-style-type: none"> <li>• Result oriented;</li> <li>• Digital literacy skills (ICDL);</li> <li>• Fluency in Kinyarwanda ,English and /or French; Knowledge of all languages is an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure the proper management of CHENO stores;</li> <li>▪ Responsible for filling bin cards and proper keeping of records;</li> <li>▪ Ensure proper management of transport of CHENO staff ;</li> <li>▪ Elaborate a consolidated report related to all property on regular basis (monthly, quarterly and annual).</li> <li>▪ Prepare and submit monthly, quarterly and annual stock movement reports</li> </ul>		
		Secretary in the Central Secretariat	Secretary in Central Secretariat	<p>Advanced Diploma (A1) in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Secretarial Studies, Office Management or Sociology.</p> <p><b><u>Required Competencies and Technical Skills:</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of office administration;</li> <li>• Resource Management skills;</li> <li>• Analytical skills;</li> </ul>	<p>-Ensuring proper reception, filing and orientation of CHENO mails:</p> <ul style="list-style-type: none"> <li>▪ Receiving incoming correspondences</li> <li>▪ Keep the General Register of the Chancellery's documents;</li> <li>▪ Filing both electronic and hard documents in the office;</li> <li>▪ Orient correspondences and monitor to ensure that feedback is provided;</li> </ul> <p>-Receiving official mails and Calls of the Chancellery:</p> <ul style="list-style-type: none"> <li>▪ Receiving text messages or telephone calls for the Chancellery</li> <li>▪ Receive and orient guests of the Chancellery</li> <li>▪ Prepare and submit reports monthly, quarterly and annual reports.</li> <li>▪ Answerable to the Director of Administration and Finance;</li> </ul>	1	8.II

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				<ul style="list-style-type: none"> <li>• Decision Making skills;</li> <li>• Time Management skills;</li> <li>• Risk Management skills;</li> <li>• Result oriented</li> <li>• Digital literacy skills (ICDL);</li> <li>• Fluency in Kinyarwanda ,English and /or French; Knowledge of all languages is an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Organize and manage the operation of activities of the Central Secretariat;</li> </ul>		
<u>2</u>	Research on Heroism and Decorations of Honour Unit.	Heroes Mausoleums Management Officer	Heroes Mausoleums Management Officer	<p>Bachelor's Degree in Sociology, Social work, Museology studies, Cultural Heritage Management, History, Political Sciences, Anthropology, Archeology or Literature .Tour Guiding Certificate is an added advantage.</p> <p><b>Required competencies &amp; key Technical Skills:</b></p> <ul style="list-style-type: none"> <li>• Knowledge in</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow up the maintenance of the National Heroes Mausoleum and other Mausoleums;</li> <li>▪ Ensure that all Mausoleums are well managed;</li> <li>▪ Design research projects in relation to the upgrade and management of Heroes Mausoleums;</li> <li>▪ Monitor and Evaluate all works related to the National Heroes Mausoleum</li> <li>▪ Identify all heroism sites in Rwanda</li> <li>▪ Participate in the identification of cultural sites of relevance to heroic acts;</li> </ul>	3	5.II

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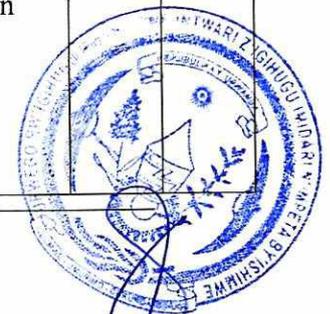


				<p>qualitative and quantitative research activities;</p> <ul style="list-style-type: none"> <li>• Knowledge of Rwandan history</li> <li>• Knowledge of Rwandan Culture</li> <li>• Skills in tour guiding</li> <li>• Skills in Mausoleum/Museum management;</li> <li>• Resource Management skills;</li> <li>• Analytical skills;</li> <li>• Problem Solving skills;</li> <li>• Decision Making skills;</li> <li>• Time management skills</li> <li>• Risk management;</li> <li>• Results oriented;</li> <li>• Digital literacy skills (ICDL);</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mobilize Rwandans and Foreigners to visit National Heroes Mausoleums;</li> <li>▪ Elaborate the plan for the visit of Heroes Mausoleums;</li> <li>▪ Receive and orient visitors to the National Heroes' Mausoleum and other Mausoleums</li> <li>▪ Propose publications related to Mausoleums</li> <li>▪ Gather all information on Heroes Mausoleums</li> <li>▪ Participate in the elaboration of sensitization manuals to be used at Heroes Mausoleums;</li> <li>▪ Organize and Cooperate with other partners of the Chancellery</li> <li>▪ Participate in organizing the National Heroes' day ;</li> <li>▪ Prepare the commemoration of Nyange National Heroes</li> <li>▪ Participate in the organization of National Orders and Decorations of Honour ceremonies;</li> <li>▪ Prepare and submit reports monthly, quarterly and annual reports timely</li> <li>▪ Propose an efficient and proper conservation and management plan for heroism sites of Rwanda;</li> </ul>		
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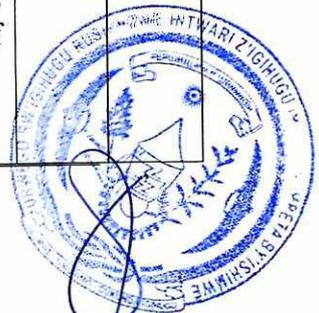


				<ul style="list-style-type: none"> <li>Fluency in Kinyarwanda, English and /or French;</li> <li>Knowledge of all languages is an added advantage.</li> </ul>		
		<p>Heroism Values Documentation &amp; Education Officer</p>	<p>Heroism Values Documentation &amp; Education Officer</p>	<p>Bachelor's Degree in Linguistics and Literature with Education, History with Education, Languages with Education, Education Mentorship and Coaching, History, Sociology, Social Work, Cultural Heritage Management, Political Sciences, Anthropology or Linguistics and Literature with Education.</p> <p><b>Required competencies &amp; key Technical Skills:</b></p> <ul style="list-style-type: none"> <li>Knowledge in qualitative and quantitative research activities;</li> </ul>	<p>➤ <b>Disseminate Rwandan Heroism Values to the general public:</b></p> <ul style="list-style-type: none"> <li>Gathering all information on Heroism, National Orders &amp; Decorations of Honour in different forms;</li> <li>Propose publications related to Heroism Values (Ubutwari);</li> <li>Participate in the identification of cultural sites of relevance to heroic acts;</li> <li>Propose an efficient and proper conservation and management plan for heroism sites of Rwanda;</li> <li>Promote heroism sites through conferences and various media;</li> <li>Participate in the elaboration of training manual to educate people on heroism;</li> <li>Organize and cooperate with other organs in informing Rwandans especially youth, on the culture of heroism;</li> <li>Organize the National Heroes' day ;</li> </ul>	1

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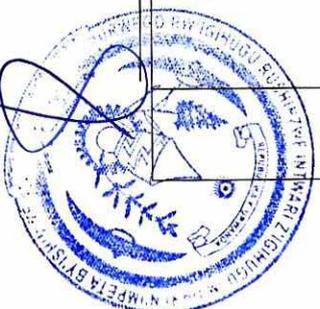


			<ul style="list-style-type: none"> <li>• Knowledge of Rwandan history</li> <li>• Knowledge of Rwandan Culture</li> <li>• Skills in tour guiding</li> <li>• Skills in Mausoleum/Mu seum management;</li> <li>• Resource Management skills;</li> <li>• Analytical skills;</li> <li>• Problem Solving skills;</li> <li>• Decision Making skills;</li> <li>• Time management skills</li> <li>• Risk management;</li> <li>• Results oriented;</li> <li>• Digital literacy skills (ICDL);</li> <li>• Fluency in Kinyarwanda, English and /or French;Knowle</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participate in the organization of National Orders and Decorations of Honour ceremonies;</li> <li>➤ <b>Manage the Chancellery's documentation library:</b></li> <li>-Collect relevant materials for the library;</li> <li>▪ Ensure collection of official gazettes and newspapers;</li> <li>▪ Analyze and codify the content of the material by cataloging, classifying and indexing it;</li> <li>▪ Develop and maintain a manual and/or computerized information files;</li> <li>▪ Facilitate public/staff access to the library and provide appropriate assistance to the users;</li> <li>▪ Administer policy guideline concerning public access and uses of library;</li> <li>▪ Regularly update a list of available documents for use to be posted on CHENO website;</li> <li>▪ Contribute in updating shared documents of the Chancellery;</li> <li>▪ Carry out annual inventory of library documents</li> <li>➤ <b>Provide support on the preparation of documents for various meetings:</b></li> <li>▪ Identify relevant documents/information to prepare speech/dialogue/presentation;</li> </ul>	
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				<p>edge of all languages is an added advantage.</p> <ul style="list-style-type: none"> <li>▪ Maintain and distribute promotional materials/documents for CHENO visibility;</li> <li>▪ Contribute to the organization of various CHENO meetings.</li> <li>➤ <b>Prepare and submit activity plans, budget and periodic reports:</b> <ul style="list-style-type: none"> <li>▪ Participate in the planning and budgeting process of the unit by identifying needs;</li> <li>✓ Participate in publication planning, production and dissemination of research;</li> <li>✓ Maintain and update publication systems in collaboration with various researchers;</li> <li>✓ Support CHENO staff to follow publication and documentations plans;</li> <li>✓ Support dissemination of hard copy publications;</li> <li>✓ Support maintaining copies of publications in CHENO library and archives;</li> <li>✓ Develop and implement the communications strategy</li> <li>▪ Write speeches, messages and press releases for the Chancellery;</li> <li>▪ Organize interviews regarding the institution;</li> </ul> </li> </ul>
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				<ul style="list-style-type: none"> <li>▪ Cover hearings and press conference of the institution;</li> <li>▪ Organize radio and television programs to disseminate the Chancellery's achievements;</li> <li>▪ Write and review articles to be published in newspapers on the activities of the Chancellery.</li> </ul> <p>-Supervise the translation of key documents to be communicated to all staff. -Prepare and submit reports monthly, quarterly and annual reports timely</p>		
<b>S/TOTAL</b>					<b>6</b>	

**How to apply:**

All interested and qualified candidates should submit an electronic job application from using the Government's online E-recruitment ([www.mifoetra.gov.rw](http://www.mifoetra.gov.rw)) process together with scanned copies of a relevant academic degree and proof of experience where applicable not later than *22/03/2022*.

Done at Kigali on *11.03.2022*

**NKUSI Déo**  
Executive Secretary



**CC:**

- Hon. Minister of Public Service and Labour
- Madam Executive Secretary /National Public Service Commission (NPSC)

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