

REPUBLIC OF RWANDA



MINISTRY OF FINANCE AND ECONOMIC PLANNING

P.O. Box 158 Kigali

Tel: +250 252 575756 Fax: +250 252 577581

E-mail: mfin@minecofin.gov.rw

Terms of Reference for recruiting the Long Term Saving Scheme Project Consultants

The Ministry of Finance and Economic Planning inspires to become competent and efficient Ministry that generates sound and visionary economic policies that promotes best practices in strategic planning, financial accountability, resources allocation and Aid coordination among others. Also MINECOFIN is mandated to coordinate and promote the management of public finances and economic governance. To fulfill the above, MINECOFIN has put in place an appropriate organizational structure that aims at strengthening the institutional capacity in order to deliver to its mandate.

From the above background, the Ministry of Finance and Economic Planning wishes to recruit capable Rwandans to occupy the following positions.

1. Post: Pension and Insurance business development specialists (2Positions)

Key duties and Responsibilities

Reporting to the Project Coordinator, Pension and Insurance business development specialist will be responsible for:

- Coordinate mobilization activities of the scheme
- Prepare, organize and conduct conferences and seminars to sensitize the public on the Long Term Saving Scheme features and benefits;
- Supervise direct reports and field staff to ensure effective citizen enrolment into the scheme

- Evaluate the effectiveness of mobilization seminars and write reports.
- Update the general public on their rights and obligations in relation to the long term saving scheme
- Prepare appropriate responses to all stakeholders regarding their queries/ requests;
- Ensure that Customer requirements are clearly defined and accurately translated into meaningful information such that the Operations function can meet the Customer's requirements
- Offering direction and instruction to the mobilization team and other staff as required
- Responsible for marketing and the co-ordination of marketing activities
- To work in collaboration with other Senior Managers in reviewing, scrutinizing and developing efficient and effective operational process flow
- To contribute to fully integrated and flexible operations in order to provide a good customer service
- To maintain, develop and use appropriate electronic systems/working practices for the benefit of the service
- To provide management information as required for the use of the company.

Skills and Competences required

- Interpersonal Skills; Good oral and written Communication skills; Negotiation Skills; Problem-solving skills; Analytical skills, technical, IT and numerical abilities are crucial.
- Understanding Legal, regulatory and insurance principles.
- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage
- Knowledge of Rwanda Public Financial Law; Leadership and management skills;
- Compliance and operational risk knowledge
- Demonstrates how a range of situations may be affected by the principles of insurance

Qualification and Experience required

Masters in Marketing, public relations Communication, Management, Business Administration, Education, Law, Social Sciences or any other related field with 4 years of working experience in managerial position.

2. Post: Business Analyst (1Position)

Key duties and Responsibilities

Reporting to the Project Coordinator, the Business analyst will also be responsible for:

- Analyzing user requirements and interpret them for developers.

- Quickly understands the business issues and data challenges of client's organization and industry.
- Identifies client organization's strengths and weaknesses and suggests areas of improvement.
- Reviews and edits requirements, specifications, business processes and recommendations related to proposed solution.
- Develops functional specifications and system design specifications for client
- Perform all duties of a Business Analyst
- Actively participate in IT design reviews to ensure compatibility and interoperability of computing systems.
- Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems.
- Perform cost analysis for proposed systems.
- Lead special projects as assigned by IT management
- Provide advice and recommendations on emerging IT trends
- Provide advice and consultation to BAs on more difficult and complex assignments

Skills and Competencies

- Excellent analytical, mathematical, and creative problem-solving skills.
- Excellent understanding of the organization's goals and objectives.
- Excellent listening, interpersonal, written, and oral communication skills.
- Logical and efficient, with keen attention to detail.
- Highly self-motivated and directed.
- Ability to effectively prioritize and execute tasks while under pressure.
- Strong customer service orientation.
- Experience working in a team-oriented, collaborative environment.

Qualification and Experience required

Masters or Bachelors' Degree in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology or ICT related field
 Required minimum of 4 years in IT related field with 2 years working experience in Business analysis, Management information systems.
 Certifications in CBAP and PMP is an added advantage .

3. Post: Senior Software developers (4 Positions)

Key Duties and Responsibilities

Reporting to the project coordinator, the Senior Software Developer will be responsible for:

- Design, documentation and development of system functionalities

- Develop unit and system testing cases and scripts, test and reports test results
- Work closely with system developers on various design, development, documentation and testing activities.
- Ensure MINECOFIN IT security policy appliance in software development lifecycle
- Maintain various database related documents such as manuals and programmers handbooks including developing system user unit tailored manuals, where necessary.
- Communicating regularly with technical, applications and operational staff to ensure database integrity and security.
- Working closely with IT team, database programmers and developers;
- Analyse and develop statutory and analytical reports for various modules of system.

Skills and Competencies

- Knowledgeable about IT and web applications
- Interested in keeping up to date with changing technology.
- Understand the laws regarding privacy and data storage
- Knowledge and experience in mobile applications development will be an advantage.
- Prior experience in the successful development of application build, testing, implementation and quality assurance activities of automated financial management systems will be an advantage.
- Dynamic and proactive individual with the ability to produce technical work plans and monitor performance against them
- Strong track record in performance management is vital (setting targets, monitoring delivery, planning).
- Having a good grasp of Data Structures and Algorithms;
- Adequate and Practical knowledge of Relational Database Technologies through additional Professional Training in Advanced Database Systems (ORACLE, DB 2, Informix, Postgres, SQL Server) and practical experience
- Adequate and Practical knowledge of Web 2.0 technologies through additional Professional Training and practical experience
- Being able to work hard under stressful situations
- Being teachable and a quick learner in Software Technologies

Qualification and Experience

Bachelors' degree in Information Technology (IT) or related discipline such as Computer Science, and IT applied in management specialized in Software Development, Java J2ee, and Struts framework development with at least 3 years' experience. Possession of a relevant post graduate qualification with 2 years' experience will be an added advantage.

4. Post: Network and Database Administrator (1Position)

Key Duties and Responsibilities

Reporting to the project coordinator, Network and Database Administrator will be responsible for :

- Making sure computer hardware and the network infrastructure itself is maintained properly for an IT organization
- Drive and ensure the resolution of all technical issues associated with team assigned accounts
- Act as the final technical escalation point for team accounts
- Responsible for providing network services such as network upgrades, migration and issues resolution and for deploying and handling issues related to desktop and networking configurations.
- Plan, project management and implement, on-going server maintenance and upgrades, patch management, backup process management and all other technical aspects necessary to ensure the ongoing health of the IT environments
- Ensure the effective completion of all work assigned to your team, this includes the responsibility for delegating team related tasks as necessary.
- Ensure proper documentation is completed daily for all projects and day to day issue resolution efforts. This is includes daily problem ticket entry and completion, time entry, expense entry where necessary and all technical documentation associated with your account portfolio.
- Complete work orders for all billable time with customers and enter time into system every day. Responsible for making sure all work orders, projects, and tasks are documented completely and accurately.

Skills and Competences required

- Knowledge of Rwanda ICT policies and strategies; Highly proficient with Microsoft Windows operating systems; Proficient in Microsoft Office products; Proficient in basic networking protocols and standards
- Knowledge of AD, Exchange, VPN, routers, and wireless internet access; Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;
- Interpersonal Skills; Communication skills; Negotiation Skills; Problem-solving skills; Analytical skills
- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.

Qualification and Experience required

Master's degree in Business Computing and Information Technology, information systems or any other related field with 2 years of relevant experience or Bachelor's degree in Business Computing and Information Technology, information systems or any other related field with 4 years of relevant experience.

5. Post : Software System Tester (1Position)

Key Duties and Responsibilities

Reporting to the to the project coordinator, the Software system tester will be responsible for:

- To oversee business process reengineering, documentation, designing, solution testing and deployment activities pertaining to the implementation of a robust system within the GoR and identify problems and provide suitable solutions.
- Responsible to test all Module/features.
- Design test criteria
- Debug of test cases
- Execute the test cases developed and ensure that adequate documentation is maintained for the test results
- Carry out an evaluation of the test result with proper documentation of the result of evaluation
- Follow up on all the required corrective actions before "sign off" of the test results to pave way for the user acceptance test to be carried out.
- Maintain a broad knowledge of the state-of-the-art technology, equipment and system/business.
- Responsible for all reporting activities for test team.
- Perform miscellaneous job related duties as assigned
- Supervising and coordinating the activities of testing team and whenever required also assist the other team like Business, Development and Support Team.
- Provide the necessary documents for system testing and will be responsible of task done by other team members in the team.
- Responsible for Training and KT sessions for the team members.

- Responsible for coordinating the testing activities and allocation and represent the work of other team members.
- Ensuring that E-Tools developers obtain required support, input and technical guidance from Testing Team
- Assist in the identification of issues and problems in the application build and the finding of suitable solutions.
- Throughout the duration of the Project, assisting the Coordinator to identify risks to the Project and the formulation of strategies to manage such risks.
- Carrying out any such other duties that will be assigned by the Coordinator in line with the improvement of financial management for GoR.

Skills and Competencies

- Must have actively participated in all stages of the Testing Life Cycle and extensively involved in all aspects of Functionality, Usability, Reliability and Performance Testing.
- Must have prepared test plans, scripts and test cases for manual and automated testing using a variety of tools.
- Must have a thorough understanding of Software Development Life Cycle (SDLC) and been involved in various phases of Software Development: Requirements Gathering, Analysis/Design, Development, Integration, Testing and Deployment and Software Support.
- Must have in depth understanding all phases of Software Testing Life Cycle (STLC) process
- Must have worked on formulating Test Plans and Test Cases based on the Use Case documents and System Requirements documents
- Must have done both Manual Testing and automated Testing for client/server applications and web-based applications
- Must have experience in conducting cross browser and cross platform testing
- Must have experience in maintaining clear, cohesive and complete documentation of inspection reports, configurations, test plans, test cases, bug reports and user manuals
- Must have experience in Performing Smoke testing, Functional Testing, GUI Testing, Boundary Value
- Analysis Testing, Regression Testing, Integration Testing, System Testing, Database Testing, Browser Compatibility, Interoperability, User Acceptance Testing (UAT) Testing, and Stress Testing.

- Must have experience in documenting test cases, test scripts, pre-test conditions, input data, actual and expected results for System Integration testing
- Must have in-depth knowledge of Testing and Bug Tracking Tools like Mercury Quality Center, mercury Test Director, Rational Clear Quest, Accure
- Must be a good team player with good analytical, interpersonal and communication skills
- Must be very comfortable working in Windows and Linux environments
- Must have outstanding Trouble shooting and problem skills
- Experience using most of the following tools (Load runner, Win runner, Mercury Test Director, Accurev, Oracle 10g/11g, and J2EE) is highly desirable
- Technical writing skills, Output-oriented work habits and initiative
- Knowledge of current technological developments/trends in area of expertise
- Ability to operate on a scheduled 24-hour on-call basis.

Qualification and Experience

Bachelors' degree in Information Technology (IT) or related discipline such as Computer Science, and IT applied in management specialized in Software Development, Java J2ee, and Struts framework development with at least 3 years' experience. Possession of a relevant post graduate qualification with 2 years' experience will be an added advantage. She/he should have 5 years' experience in Software Quality Assurance, Analysis, Design and Manual and Automated Testing of Client/Server and Web Based Applications.

Certified as ISTQB® Certified Tester (CTFL) is essential.

Deadline for expression of Interests

Interested individuals must provide information indicating that they are qualified to perform the services including an expression of interest, curriculum vitae and description of similar assignments.

The consultants will be selected according to the **individual consultants Method** set out in the Consultant Guidelines in accordance with the Law N° 12/2007 of 27/03/2007 on Public Procurement as modified and completed to date.

Expressions of interest must be submitted through E-procurement(www.umucyo.gov.rw) by 27th March 2017.