



**REPUBLIC OF RWANDA**  
**NATIONAL ELECTORAL COMMISSION**

**P.O. Box: 6449 KIGALI**

**Tel.: 597800/597802- Fax: 597852**

**E-mail: [comelena@rwanda1.com](mailto:comelena@rwanda1.com)**

**Website: [www.comelena.gov.rw](http://www.comelena.gov.rw)**



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**TERMS OF REFERENCE FOR NATIONAL PROJECT  
COORDINATOR OF ELECTION JOINT BASKET FUND  
VACANCY**

In line with management of election support fund (Basket Fund) financed by different development partners, the National Electoral Commission (NEC) would like to recruit a National project coordinator of the above mentioned Basket Fund for a renewable one year contract.

Candidates must meet the following conditions:

1. Being of Rwandan nationality;
2. Holding at least a bachelor's degree in one of following disciplines: economics, management, accountancy, finance or in any other related field;
3. Being fluent in Kinyarwanda and English. The working language will be English; the knowledge of French shall be an added advantage;
4. Having documented management and coordination skills;
5. Having at least a 5 year career experience, preferably in managing projects financed by international donors and/or experience in public finance management in Rwanda;
6. Being able to coordinate activities related to donor support fund managed by the NEC;
7. Being able to work under pressure;
8. Being able to work as a team leader.

Reporting directly to the Executive Secretary of the National Electoral Commission, the project coordinator will execute the following tasks:

1. Collaborate with the Executive Secretary of the National Electoral Commission and experts involved in the activities of the Basket Fund in drawing action plan in accordance with the project document, joint basket fund memorandum of understanding and NEC 2007-2011 strategic plan;
2. Prepare payment documents for different suppliers;
3. Keep accounting files and insure they are updated on a regular basis;

4. Prepare, on a regular basis, narrative and financial reports related to the activities of the Basket Fund to be presented to development partners;
5. Gather necessary documents including accounting records and any other documents related to expenditure for audit reasons;
6. Participate in different meetings related to planning and execution of activities of the Basket Fund and meetings of development partners;
7. Head and manage NEC support staff in charge of the Basket Fund;
8. Prepare and organise Joint Basket Fund technical and steering committee meetings;
9. Execute any other task ordered by the hierarchically superior.

Application letters addressed to the Executive Secretary of the National Electoral Commission, a detailed CV and a copy of academic award matching the original and at least two recommendation letters from previous employers must be in not later than Tuesday, April 28, 2009 at the National Electoral Commission offices in Kimihurura.

Done at Kigali, 3<sup>th</sup> April 2009

**Charles MUNYANEZA**

Executive Secretary

National Electoral Commission