

JOB ADVERTISEMENT

The **Rwanda Development Board (RDB)** is a government institution established to accelerate Rwanda's economic development by promoting investment, driving private sector growth, and facilitating business operations across the country. RDB integrates multiple government services to simplify processes for investors and businesses, making Rwanda a prime destination for investment and growth. In line with its mission, RDB is seeking to recruit a qualified and competent professional for the role of **Senior Advisor to Deputy Chief Executive Officer**:

S/N	JOB TITLE	REQUIRED QUALIFICATIONS, EXPERIENCE & COMPETENCIES	JOB DESCRIPTION	NO. OF POSITIONS
1.	Senior Advisor to Deputy CEO	<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Master's degree in Economics, Public Policy, Business Administration, Development Studies, or related fields with a minimum of 3 years of relevant professional experience; OR • Bachelor's degree in the same fields with at least 5 years of relevant experience. <p>Key Competencies required</p> <ul style="list-style-type: none"> • Strong analytical skills; • A strong understanding of the drivers of economic growth and investment in emerging markets as well as an appreciation of the wider context for business and its relation to the Government. • Policy and strategy development skills. 	<p>Strategic Advisory & Analysis</p> <ul style="list-style-type: none"> • Provide evidence-based, forward-looking advice to the Deputy CEO on institutional strategy and national priorities. • Lead the preparation of high-quality policy briefs, memos, presentations, and reports. • Analyse trends, risks, and opportunities to inform key decisions and shape RDB's strategic direction. <p>Programme Delivery & Performance Monitoring</p> <ul style="list-style-type: none"> • Coordinate implementation of priority programmes across departments, ensuring accountability, timelines, and impact. • Track delivery of key initiatives, flag implementation risks, and propose timely solutions. • Own the delivery of special projects and ensure quality execution and measurable outcomes. 	1

		<ul style="list-style-type: none"> • Strong management skills with ability to confidently work with senior public officials and private sector leaders. • Delivery focused, pragmatic, able to multi-task and get things done in a fast-paced environment. • Professional, detail orientated with high performance standards. • Excellent team work, leadership and coaching skills. • Excellent command of written and spoken English. • Proficiency in French and Kinyarwanda is an added advantage. 	<p>Coordination & Stakeholder Engagement</p> <ul style="list-style-type: none"> • Facilitate strategic engagement with public and private sector leaders, development partners, and other key stakeholders. • Represent the Deputy CEO in high-level meetings and lead follow-up actions as delegated. • Ensure internal alignment across RDB units to accelerate delivery and improve cross-functional collaboration. <p>Office Leadership & Operational Excellence</p> <ul style="list-style-type: none"> • Manage day-to-day operations and work planning within the Office of the Deputy CEO. • Oversee quality control for all submissions to the DCEO, including weekly, monthly, and annual reports. • Oversee routines/performance meetings within DCEO office, prepare the DCEO for each one, participate and provide advice in the routines, and track follow-up items. • Supervise the Deputy CEO's office team, ensuring efficient coordination and timely task completion. • Any other related assignment as may be directed by superior. 	
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MODE OF APPLICATION

Duly signed application letters addressed to the CEO of RDB together with an updated and detailed curriculum vitae, copies of academic and professional certificates, proof of related experience or valid work certificates and the names and addresses of at least three (3) reference persons and a copy of applicant's Identity Card should be submitted by email to talentacquisition@rdb.rw not later than **31/07/2025** latest **5:00 P.M.**

Note:

1. Submission of **valid and acceptable** proof of relevant work experience (such as employment or work certificates) is **mandatory**. These documents must be attached to support the experience claimed in your CV and will be considered during the pre-selection process.
2. Your job application letter and its attachments **MUST be scanned and combined into ONE single PDF document** for easy download & analysis of applications otherwise the application will not be considered for pre-selection.
3. Applications must be submitted **exclusively by email** to talentacquisition@rdb.rw. No hard copy applications will be received.
4. The **email subject line** must clearly specify the **job title** you are applying for: *Application for Senior Advisor to Deputy CEO*.
5. For any follow-ups, clarifications, or appeals regarding your application, please contact hr@rdb.rw, not later than **6th August 2025**, at **5:00PM**
 - You will receive an **automatic email confirmation** acknowledging receipt of your application.
 - All applicants will be notified of the **outcome of their application**.
 - Only shortlisted candidates will be invited for the **next stage of the recruitment process**.
6. RDB is an equal opportunity employer. As part of our company Gender Mainstreaming policy and program, we strongly encourage every qualified candidate to apply.

Approved by:


Jean-Guy AFRIKA
Chief Executive Officer

