

### **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 Chief Executive Officer**:

S/N	JOB TITLE	REQUIRED QUALIFICATIONS, EXPERIENCE & COMPETENCIES	JOB DESCRIPTION	NUMBER OF POSIT
1.	Senior Advisor to CEO	<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Bachelor's degree in the same fields with at least 5 years of relevant experience.</li> </ul> <p><b>Key Competencies required</b></p> <ul style="list-style-type: none"> <li>• Strong analytical skills;</li> <li>• 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;</li> </ul>	<p><b>Strategic Advisory &amp; Analysis</b></p> <ul style="list-style-type: none"> <li>• Provide evidence-based, forward-looking advice to the CEO on institutional strategy and national priorities.</li> <li>• Lead the preparation of high-quality policy briefs, memos, presentations, and reports.</li> <li>• Analyse trends, risks, and opportunities to inform key decisions and shape RDB's strategic direction.</li> </ul> <p><b>Programme Delivery &amp; Performance Monitoring</b></p> <ul style="list-style-type: none"> <li>• Coordinate implementation of priority programmes across departments, ensuring accountability, timelines, and impact.</li> <li>• Track delivery of key initiatives, flag implementation risks, and propose timely solutions.</li> </ul>	1

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

Duly signed application letters addressed to the CEO of RDB together with updated detailed curriculum vitae, copies of both academic and professional certificates, proof of relevant experience/valid work certificates and names and addresses of at least three (3) reference persons and copy of Identity Card should be submitted by email to [talentacquisition@rdb.rw](mailto:talentacquisition@rdb.rw) not later than **16/09/2025** latest **5:00 P.M.**

### Note:

1. The submission of **valid and acceptable** proof of experience or work certificates, attached to your job application letter **is mandatory** to support the relevant experience outlined in the applicant's CV, along with the other documents mentioned above, for pre-selection.
2. Your job application and its attachments **MUST be scanned as ONE single PDF document** for easy download & analysis of applications otherwise the application will not be considered for preselection.
3. **ONLY online** applications will be received on the above-mentioned email. No hard copy applications will be received.
4. The **email subject** must clearly specify the **job title** you are applying for.
5. For any follow-up, clarification, or appeal regarding your application, please contact us at [hr@rdb.rw](mailto:hr@rdb.rw).
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**