

THE REPUBLIC OF RWANDA



MINISTRY OF LOCAL GOVERNMENT

P. BOX: 3445 KIGALI

TEL: 583595/FAX: 582227

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

**JOB OPPORTUNITY**

Ministry of Local Government would like to recruit permanent staff for the following post:

POST	DUTIES	QUALIFICATION	NUMBER
<b>Administrative Assistant to the Minister of State</b>	<ul style="list-style-type: none"><li>• Prepare the Minister's agenda:</li><li>- Prepare appointment schedule</li><li>- Arrange for appointments</li><li>• Prepare and manage correspondences :<ul style="list-style-type: none"><li>- To prepare correspondences of the Minister</li><li>- To record, dispatch and assort office mail</li><li>- To manage the filing of documents</li><li>- To ensure telephone communication within the Office</li></ul></li><li>• Read and verify the form and substance of documents submitted to the Minister</li><li>• Forward documents submitted by the Minister to their respective destinations</li><li>• Responsible for handling VIP visitors of the Minister</li><li>• Make logistical preparations for all meetings and travels of the Minister of State</li></ul> <p>Carryout research relevant to his/her attributions to ensure standardized and effective performance</p>	A0 in Public Administration, Management Or A1 Secretariat with 3 year working experience	1

A handwritten signature in blue ink, consisting of a stylized 'S' shape.

<b>Accountant</b>	<ul style="list-style-type: none"> <li>- To process payments and invoices to a high standard according to GoR accounting procedures;</li> <li>- To undertake and complete the Ministry's daily cash and credit transactions;</li> <li>- To liaise with the Director of Finance on budget planning, reconciliations and overspends;</li> <li>- To prepare all budgetary and financial reports and provide a comprehensive monthly report on all the MINALOC's accounts;</li> <li>- To be responsible for the high quality maintenance of the Ministry's management accounts;</li> <li>- To undertake and be responsible for special accounting procedures (e.g. Ministry Inventory register and depreciations);</li> <li>- To transmit monthly extracts of the Ministry accounts to the Ministry of Finance (Director of Public Accounts) accompanied by supporting documents, where necessary;</li> <li>- To provide support to other colleagues in the Ministry and/or relevant sector, as required and make a sound contribution to ensuring the DoF achieves its annual performance targets;</li> <li>- To carryout research relevant to his/her attributions to ensure standardized and effective performance</li> </ul>	A0 in Accounting, Public Finance, Management specialised in accounting, plus Level II Professional qualification recognised by IFAC, (ACCA, CPA	1
-------------------	--	---	---

**Application:**

The file of candidate should contain:

Detailed Curriculum Vitae; photocopy of ID card; Photocopy of degree,

Interested applicants should download and fill application forms available on the [www.psc.gov.rw](http://www.psc.gov.rw).

Note that application forms should be accompanied with a copy of the required degree and a copy of the National Identity Card.

All applications in sealed envelopes should be addressed to the Permanent Secretary of Ministry of Local Government offices situated at Kacyiru not later than /.../2014

Done in Kigali on..../.../....

MUNYESHYAKA VINCENT  
Permanent Secretary

