OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT FOR THE POSITION OF FINANCIAL MANAGEMENT SPECIALIST UNDER UNIVERSITY INNOVATION POD RWANDA (UnIPod) AND A DRIVER FOR MASTERCARD FOUNDATION SCHOLARS PROGRAM AT THE UNIVERSITY OF RWANDA.

The University of Rwanda Single Project Implementation Unit (UR-SPIU) is inviting qualified and interested candidates to submit their applications to the positions below: :

1. **FINANCIAL MANAGEMENT SPECIALIST (1 POSITION)**

   Main Duties and Responsibilities
   - Support the Principal Investigator in financial planning and elaboration of budget proposals;
   - Participate and support project implementing teams in preparation of annual work plans and budgets;
   - Manage an effective financial management system for UR-SPIU and maintain accounting and bookkeeping records in accordance with development partners' requirements and Government of Rwanda laws, regulations, and financial management policies and procedures;
   - Work closely with the Finance Program Manager, Financial Management Specialist under SPIU and UR-HQ Finance Staff to ensure financial reports and other reports are timely submitted on a monthly, quarterly, and on annual basis as may be required by the Government of Rwanda laws, regulations, and financial management policies and procedures and project legal agreements;
   - Ensure accounting transactions are recorded in EBMIS and in accordance with accounting standards and principles for the GoR and the University of Rwanda;

   - Identify UNIPOD projects services providers whose VAT and taxes are to be declared and paid, fill out the RRA VAT withholding taxes format and timely submit them to the responsible staff for declaration;
   - Ensure proper documentation to support payment vouchers, including verification and authorization according to the laws and regulations in force;
   - Work closely with the Human Resource Specialist to prepare PAYE and other statutory deductions for project staff;

   - Ensure all invoices from external parties (staff allowances, Contractors, Suppliers, etc.) are timely verified and paid by bank transfers, cheques, or cash and arrange those documents sequentially by date
   - Keep proper books of account. This will be achieved through a well-defined filing system that allows authorized users easy access to accounting and supporting documents on a permanent basis;
   - Review and maintain the inventory file of all project assets and stocks
   - Assist and support the projects management teams in different administrative functions;
   - Facilitate both the internal and external audits to ensure they are effectively conducted;

- Perform any other related tasks as may be assigned by the immediate supervisor.

Required qualifications and competencies

- Master Degree in Finance or Accounting with 5 years of experience or Seven (7) years of working experience in Accounting and Finance Management practices for Bachelor's Degree holders.
- Accounting Professional Qualification, ACCA or CPA is a must.
- Having experience in Government accounting including the use of the Government's Integrated Financial Management System (IFMIS).
- Experience in use of Integrated Education Business Management Information System (EBMIS) is an added advantage;
- Experience in accounting for the donor-funded projects is a must;
- Preparation of funds withdraw applications from the Grant/Loan account in accordance with directives and instructions from donors
- Having a certificate in project management such as PMP, Prince II is an added advantage.
- Experience of working independently and without close supervision.
- Solid organizational skills, including attention to detail, multi-tasking, and time-management.
- Strong analytical skills and ability to deal with complex issues in a clear and practical manner.
- Excellent oral and written communication in English.

- Highly competent, mature, experienced and self-motivated person with integrity
- Familiarity with donors'/partners rules and procedures
- Conversant with project financial management practices
- Analytical, decisive, results oriented and innovative
- Proactive with ability to take initiatives
- Ability to work under pressure

2. Driver (1 Position)

Main duties and responsibilities

- Provide transport service to the Program Implementation Team to accomplish the program activities;
- Ensure that the project's car is in good condition to be used and make arrangements for its regular servicing and maintenance;
- Keep mileage records and repair records up-to-date;
- Ensure the project log book is maintained and updated on a daily basis.
- Ensure that the project's car is always in compliance with the traffic regulations in Rwanda, such as having a valid insurance and technical inspection certificate and other official documents applicable in Rwanda;
- Distribute outgoing couriers;
- Ensure the vehicle cleanness both the interior and the exterior sides.
- Ensure airport pickup for the program visitors during official visits.

- Perform any other related duties as may be assigned by the Program Director.

Required qualifications and competencies

- Having at least 7 years of relevant working experience (driving experience) in a similar position in recognized institution is a must
- A Category B driving license (Accepted in Rwanda) is a must
- Category D or C is an added advantage
- Having at least A' Level Certificate (A2) in any field is a must
- Having basic knowledge of automobile mechanics is required
- Experience of working in international programs is an added advantage
- Excellent interpersonal skills;
- Sense of responsibility and initiative taking
- High level of flexibility, adaptive capacity
- Excellent time management
- Knowledge of English

APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link: https://forms.gle/ZD6wyadAn5CzPBkM7

Documents required are:

1. An application letter addressed to UR-SPIU Coordinator.
2. A detailed Curriculum Vitae
3. Copy of academic degree(s), and Certificates of any relevant professional training
4. Copy of National Identity card
5. One recommendation letter from previous employment

The deadline for submission of the application is set on 15th April 2024 at 5pm. Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 09th April 2024

Immaculate BUGINGO
Coordinator
Single Project Implementation Unit (SPIU)
University of Rwanda