



TERMS FOR VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT (REVISED)

University of Rwanda Holdings Group Limited (UR - HG Ltd) is a limited company fully owned by University of Rwanda, (UR). Its business activities aim to optimise UR assets for the benefits of University.

1. Chief Business Support & Consultancy Division (G-5A)

(1) Job definition and description:

The Chief Business Support & Consultancy Division will manage contracts signed between company and clients that has consultancy aspect in its nature. Such assignments are most of time to help organizations to solve issues, create value, maximize growth and improve business performance through contractual targets. With his team, will use their business skills to provide objective advice and expertise, and help an organization to develop any specialist skills that it may be lacking.

He is concerned primarily with the strategy, structure, management and operations of a company. He or she has to identify options for the organization and suggest recommendations for change, as well as advising on additional resources to implement solutions in such areas namely: Business strategy, e-business, financial and management controls, human resources, information technology, marketing, supply chain management, etc.

(2) Qualification & experience required:

Business support & Consultancy Division Manager should have a master's degree in business administration, project management, and economics with 5 working experience on managerial functions or Bachelor's degree with 10 years of working experience. To have professional courses in one of the above mentioned qualification may be an added value.

(3) Knowledge and Skills Requirements:

- Design/methodology/approach
- Analyses findings
- Practical implications
- Originality/value
- Creative thinking
- Thinking conceptually and practically
- Problem-solving
- Communicating clearly and empathetically
- Collaboration with all job levels
- Organization and time management
- Curiosity
- Credibility
- Achiever



(4) Duties & Responsibilities:

- Achieving customer satisfaction and customer loyalty
- Assessing the actual situation
- Carry out research and data collection to understand the organization
- Coaching, guiding and training employees
- Consulting, advising, and creating programs to fill the gaps between actual situations and desired ones
- Defining the company's mission, goals and objectives
- Developing management and supervisory skills
- Identify issues, form hypotheses, conduct analysis and propose solutions
- Implement recommendations or solutions and ensure the client receives the necessary assistance to carry it all out
- Improving work performance and organizational communication
- Increasing employee motivation and morale
- Interview the client's employees, management team and other stakeholders
- Lead and manage those within the team, including analysts
- Liaise with the client to keep them informed of work progress and to make relevant decisions
- Manage projects and programs
- Prepare business proposals and presentations
- Present findings and recommendations to clients
- Raising the company's customer base and market segment
- Run focus groups and facilitate workshops
- Preparation and submission of Business support & Consultancy division activities reports for company to Director of Production

(5) Specific Duties & Responsibilities:

- Creation of consultancy partnership
- Drafting technical and financial proposal
- Looking for new opportunities in consultancies and other fields
- Facilitate discussions with the client to elaborate on the areas of proposed improvements
- Define the problem concisely and hypothesize the proposed solution
- Perform quantitative and qualitative analysis to drive the proposed solution
- Quantitative research methodologies include data mining, creating financial models
- Qualitative research methodologies include performing market research and collecting business intelligence
- Consolidate the findings from the analysis and present solutions to the client
- Develop and present a plan to implement the recommended changes
- Support the business development activities of the firm such as pursuit development and production of thought papers



2. Procurement and Logistic Officer (G-3A)

(1) Job definition and description:

The Procurement and Logistics Officer position is part of the company support department and the position exists to directly support the procurement and logistics functions. The position is responsible for ensuring the smooth and efficient operation of logistics & procurement needs of UR-HG Ltd in general and specifically support to other departments. He or she reports to the Finance Manager (FM) with a dotted-line to the Logistics committee for all the logistics and warehouse functions.

(2) Qualification & experience required:

- Bachelor's degree in Administration, Logistics & Supply Chain Management
- 3 years of experience in Administration, Logistics & Supply Chain Management
- Experience in managing Assets, Procurement processes, and Logistics operations

(3) Knowledge and Skills Requirements:

- Knowledge of procurement, logistics, and supply chain management system and procedures
- Knowledge of care policies and procedures
- Good communication and writing skills
- Good networking capability
- Ability to organize and facilitate training sessions
- English speaking skills

(4) Duties & Responsibilities:

Job Responsibility 1: Effective Management of company's Assets:

Receiving of all new procured assets from vendors as per the approved Purchase Orders or Contract;

- Coordinating with the Procurement Unit and the Accountant to prepare all the necessary documents to record the asset's details as per the procurement document and submit to the Finance Manager for assigning UR-HG Ltd Assets ID Tag;
- Maintain a proper filing of all documents related to UR-HG Ltd's Assets (New, Old, lost, stolen items etc.);
- Be a Custodian of all company Assets and ensure that these are properly and physically secured under lock and key;
- Prepare the necessary of Assets Handover form and submit to the Finance Manager for endorsement before assigning any assets to staff;
- Collect physically all assets from the staff at the time leaving UR-HG Ltd verifying record with Asset Register;
- Assist Finance Manager in conducting of the physical count of company Assets and property reconciliation report for all the UR-HG Ltd offices (the head office and other locations).



Job Responsibility 2: Management of Food & Non-Food Store/Warehouse

- Receiving of company materials from the vendors and ensure proper storage of items in the storage rooms;
- Maintain proper store/warehouse record keeping and initiate to dispatch from the warehouse/store as per the approved Distribution Plan;
- Ensure that all Way bill/Dispatch Order is completed and signed and ensure the acknowledgment of receipts by the division authorized staff;
- Coordinating with Finance Manager and with partner organizations and advice on all supply chain management processes to ensure effective and accountable management process;
- Assist the Finance Manager and the Procurement Team to ensure the supply chain process is managed well by UR-HG Ltd;
- In coordination with the Finance Manager, assist strategic business units /divisions to establish warehouses systems and ensure appropriate warehouse management procedures in line with required standards.

- Job Responsibility 3: Other Logistics and Procurement Functions

- Assist the Finance Manager in arranging the transportation of commodities for handing over to different ;
- Ensure the Quality of the Goods / Distribution are done as per the required standards and are fully documented/supported;
- Maintain a proper filing of all documents for future audit and record keeping;
- Visit Strategic Business Unit (SBU) Offices as and when required to support the SBU Office's operations;
- As and when needed in consultation with the Finance Manager, provide support and monitoring for transport, storage, and distribution to staff in the SBU at the various sub-offices;
- With the technical assistance of Procurement team ensuring proper tracking of Online/Offline Purchase Requisition and provide feedback to the requester for any further clarification before going to next step;
- Updating of Procurement Tracking register in coordination with the Procurement Officers and Procurement and Logistics Manager;
- Assisting Procurement Team preparation of requisition and purchase orders;
- Preparing Summary of Bid Analysis (SBA) and share with Procurement Team for verification;
- Prepare weekly, monthly and quarterly procurement status reports for all purchases;
- Negotiate with suppliers for the best terms of service including price, delivery, payments and after-sales service.
- Assist procurement team for preparing of "Good Receiving Notes "GRNs"
- Preparing the checklist for procurement with complete documents and submitting to the finance department for payments.



3. Accountant/Operations Officer (G-3B)

(1) Job definition and description:

Accountant/Operations Officer of UR-HG Ltd provides financial information to management by researching and analyzing accounting data; preparing reports.

(2) Qualification & experience required:

The Accountant/Operations Officer at UR-HG Ltd should have Bachelor's degree in Business Administration with specialization in Accounting or Finance with 2 years of experience. In addition to this, He or she is required to have at least CPA Part II with continuous ambition of Career development.

(3) Knowledge and Skills Requirements:

Accounting, Corporate Finance, Reporting Skills, Attention to Details, Deadline-Oriented, Reporting Research Results, Confidentiality, Time Management, Data Entry Management, General Math Skills.

(4) Duties & Responsibilities:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.
- Ensure payables and receivables lists are updated and do recovery for receivables.
- Preparation and submission of required reports for company to Finance manager.

N.B: The specific tasks/duties and responsibilities of Operations Officer among others are verification of supporting documents of bill or invoice to be issued to Insurance Partners, Submission, recovery and assist Accountant in various transactions like suppliers bill payment, data entries, reconciliation, etc.



4. Internal Auditor (G-5B):

(1) Job definition and description:

The internal auditor is responsible for preparing and implementing a risk-based audit plan to assess, report on, and make suggestions for improving the Company's key operational and finance activities and internal controls. Additionally, the position is responsible for identifying and assisting in documenting existing internal finance and disclosure controls, implementing and documenting new internal controls, and establishing an internal monitoring function to audit the company's compliance with such internal controls.

(2) Qualification & experience required:

Masters in Finance or Accounting, Public Finance, Auditing, Banking, Management with specialization in Accounting or Finance with 5 years of experience in Accounting or Finance or Auditing; Comprehensive knowledge of auditing, public finance policies, regulations and procedures, Policy formulation and implementation. In addition to this, He or she is more specifically required to have an Accounting Professional Qualification recognized by International Federation of Accountants (IFAC) like ACCA or CPA.

(3) Knowledge and Skills Requirements:

- Strategic Leadership and orientation,
- Analytical Skills and Problem Solving,
- Decision Making,
- Time Management,
- Mentoring/Coaching, People Management and Teamwork,
- Creativity/Innovation,
- Risk Management,
- Technology Awareness,
- Strong communication skills and IT fluency,
- Ability to manage complex projects and multi-task,
- Excellent organizational skills,
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty,
- Proficient in Word, Excel, Outlook, and Power Point, Comfortable using a computer for various tasks.

(4) Duties & Responsibilities:

- Set the strategy for Internal Audit with company priorities and goals in mind,
- Develop a comprehensive risk-based annual plan for overall extended audit program, including assessing areas of changing risk and required reviews with company perspective.
- Perform independent financial, compliance, and operational audits through review of records and control procedures, providing summary reports of results and recommendations of changes to internal controls and systems.
- Manage relationships with third-party professionals conducting internal IT audits. Set scope, work with management regarding preliminary findings, and ensure a smooth process and timely final report.
- Build on risk appetite statement to identify our strategic, operational, and financial and compliance risk areas and provide internal audit services to help leadership manage those risks and report on them.



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University of Rwanda-Holdings Group Ltd

- Establish audit goals and scope, identify specific activities and timeframes, determine and obtain resources, and direct the planning and conduct of audits.
- Communicate with executive leadership to ensure concerns are addressed and expectations are met; approve and oversee the reports to the Board and senior executives which address key business risks and control issues,
- Preparation and submission of activities report for company to Chief Executive Officer (CEO),



5. Front Desk Officer/Sales Cashiers (G-2D)

(1) Job definition and description:

Front Desk Officer/Sales Cashiers' responsibilities include receiving payments and issuing receipts, gift-wrapping packages and keeping track of all cash and credit transactions. Main duties include ringing up sales, bagging items, requesting price checks, honouring coupons, collecting payment and giving appropriate change. She or He is responsible for counting the contents of cash register drawer at the end of each shift, maintaining receipts, records and withdrawals.

(2) Qualification & experience required:

He or She should have bachelor degree in finance or accounting with 2 years of experience as or diploma in accounting with 5 years of experience.

(3) Knowledge and Skills Requirements:

- Work experience as a Retail or in a similar role in sales
- Basic PC knowledge
- Familiarity with electronic equipment, like cash register and POS
- Good math skills
- Strong communication and time management skills
- Customer satisfaction-oriented

(4) Duties & Responsibilities:

- Ensure pricing is correct
- Issue change, receipts, refunds, or tickets
- Redeem stamps and coupons
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Make sales referrals, cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving establishment
- Maintain clean and tidy checkout areas
- Keep reports of transactions
- Process returns and check to see if items are damaged
- Answer customers' questions and get a manager if answer doesn't solve the issue
- Pleasantly deal with customers to ensure satisfaction
- Preparation and submission of required reports for company to Accountant.



6. Dental chair side assistants (G-2E/ G-2D)

(1) Job definition and description:

Responsible for the organization and order in assigned wing(s), requisition for items needed from the store and stoking of wing(s) with required materials and instruments

(2) Qualification & experience required:

He or She should have a high school certificate (A2) or diploma (A1) in nursing and registered or eligible to be registered at health professional council of nurses with 2 years of experience

(3) Knowledge and Skills Requirements:

- Working experience in treatment wings/Dental rooms
- Familiar with medical equipment, dental chairs, ultrasound, Endoscopy
- Mastering infection control mechanism,
- Strong communication and time management skills
- Customer satisfaction-oriented

(4) Duties & Responsibilities:

- Responsible for the organization and order in assigned wing(s),requisition for items needed from the store and stoking of wing(s)with required materials and instruments
- Ensure wing(s) under her care have adequate supplies of materials, consumables and instruments to ensure interrupted clinical procedures
- Prepare set up trays and materials required for the procedures to be performed
- Call patient into the wing and prepares them for consultation and treatment
- Assist the dental surgeon/internist/therapist during procedures by proving suction, passing of instruments, mixing materials or holding of equipment.
- Carry out infection control procedures in the wing between each patient and prepare for the next patient.
- Ensure the aseptic techniques are adhered to at all times within the wing before ,during and after all procedures.
- Communicate with reception any delays or changes in the appointment schedules
- Participates in the health education to patients.
- Adheres to the profession code and ethics
- Organize and train all staff on infection control and waste management procedures.
- Performs any other duties assigned by the Clinic Coordinator consistent with the activities and mission of the clinic



7. Head of Medical Imaging G-4(A)

(1) Job definition and description:

Head of Medical Imaging at Polyclinic of UR-HG Ltd is responsible to manage all medical imaging services at Polyclinic. This position serves as the primary point of contact and works directly with providers, their staff, patients, insurance companies, registration, scheduling and all Polyclinic departments in order to properly and efficiently complete the process involved in finalizing patient studies. This position also serves in the role of managing and addressing workflow within the department in order to expedite patient care in the most efficient manner.

(2) Qualification & experience required:

Medical Imaging Coordinator at Polyclinic of UR-HG Ltd should have a bachelor's degree in radiology and medical imaging practice license with 5 years working experience.

(3) Knowledge and Skills Requirements:

- Working knowledge of Electronic medical record (EMR) systems, Word and Excel.
- Frequent standing, stooping, bending, stretching, squatting; must be able to stand/walk for most of the workday
- Must be able to work paying close attention to detail with frequent interruptions
- Ability to work in a fast pace environment.

(4) Duties & Responsibilities:

- Point of contact for incoming calls for the Medical Imaging Department.
- Verifies and ensures incoming orders for accuracy to include reasons for procedure, signs and symptoms and appropriate diagnosis codes.
- Verifies insurance and benefits and coordinates the scheduling of patients to include procedural instructions, arrival time and copay collection.
- Functions as the point of contact for all Interventional patients and directly assists the Interventionist with managing their patients to include managing their schedules, ordering supplies, verifying orders, instructing patients and coordinating pre and post care with patient and Interventional.
- Schedules all radiologist consultations.
- Performs essential departmental functions to accurately manage patient's accounts and Polyclinic visits. Assures all final reports are attached to initial orders.
- Directs patient care and departmental workflow by assigning imaging studies to staff. Directs techs to their next assignment and manages waiting patients with timely communication.
- Provides initial screening of patients to verify contraindications.
- Calls all scheduled patients to verify and confirm appointments and answer any questions regarding upcoming appointment.
- Performs essential departmental functions to maintain patient records, manage workflow, orders, schedules and procedures.
- Orders supplies for both office and patient care.
- Functions as the point of contact with Tele-radiology services and manages all Radiologist requests.
- Treatment of patients looking services in clinic unit.
- Verification of supporting documents for insurance bill regarding unit consumption.
- Supervise students in internship placed in clinic unit.



8. Head of Dental G-4(A)

(1) Job definition and description:

Head of Dental at Polyclinic of UR-HG Ltd is responsible to oversee the daily schedule and operations of the dental department, supporting patient care for both the Dental Assisting and Dental Hygiene Programs; coordinates the assignment of patients; tracks and facilitates patient appointments.

(2) Qualification & experience required:

Dental Coordinator at Polyclinic of UR-HG Ltd should have a bachelor's degree in dental (dental therapy or dental surgery) practice license with 5 years working experience.

(3) Knowledge and Skills Requirements:

- Certified Dental Practice License
- Experience in healthcare preferred
- Knowledge of dental terminology
- Knowledge of dental office procedures
- Knowledge of accounting and administrative principles and procedures
- Knowledge of insurance plans and claims processing
- Knowledge of Dental software or similar software required
- Working knowledge of Electronic medical record (EMR) systems, Microsoft office.
- Ability to respond efficiently to patient and doctor needs and inquires
- Ability to communicate effectively, both verbally and in writing
- Ability to deal with others effectively
- Ability to plan, organize, and prioritize
- Ability to problem analyse and problem solve

(4) Duties & Responsibilities:

- Ensures the delivery of quality dental care to patients through: managing patient scheduling and directing patient traffic flow, presenting treatment plans to patients, managing specialist referral process, and resolve patient issues in accordance with Society policies and procedures, healthcare regulations and dental board standards.
- Oversees patient billing and payments including: organizing and presenting financial arrangements to patients, arranging payment schedules with patients, overseeing the processing of dental claims, and coordinating with dental insurance companies to ensure claims are paid.
- Supports clinic operations by aiding in the recruitment and selection of dental staff to meet operational requirements. Aids in the training and support of dental staff to meet performance standards. Determines staff schedules and monitors/maintains office budget working closely with company finance department.
- Maintains patient data according to regulations. Ensures that records are stored securely and in compliance with privacy and security regulations, and Society policies. Collects and processes statistical data for monthly and annual reports.
- Maintains facilities and equipment in accordance with safety regulations. In collaboration with logistics department, conduct periodical inventory of equipments. Responsible for the appearance and functionality of the department.
- Treatment of patients looking services in clinic unit.
- Verification of supporting documents for insurance bill regarding unit consumption.
- Supervise students in internship placed in clinic unit.



9. Agronomist Technician, G-2(C)

(1) Job definition and description:

An Agronomist Technician at UR-HG Ltd is an expert in the use of scientific methods and techniques to improve farming. He or she is a multidisciplinary professional, who can work in a wide range of different sectors, including agriculture, forestry and animal husbandry, as well as landscaping and ornamental gardening.

(2) Qualification & experience required:

Agronomist Technician should have a bachelor's degree in Agricultural Science or Environmental Science, Food Science and Technology, Agricultural Biotechnology, Veterinary Science with 5 years working experience.

(3) Knowledge and Skills Requirements:

- Agrarian science and technology skills
- Knowledge of Agri-food chain processes
- Organization and planning capabilities
- Management skills and commercial penetration
- Knowledge of legislation applicable to the agricultural technology sector
- Ability to prepare reports
- Knowledge of/ability to use laboratory testing equipment (for chemical, physical and biological)
- Communication skills

(4) Duties & Responsibilities:

- Preparing and managing plans for crop improvement and enhanced production
- Designing and coordinating land development projects for agricultural land and forests
- Planning and managing production at agricultural businesses, fruit and vegetable farms, livestock holdings and Agri-food companies
- Plant treatment and green space management (agricultural, forests and urban environments)
- Laboratory testing of plant and Agri-food products
- Agricultural, Agri-food, livestock, forestry and environmental quality certification
- Safeguarding environmental sustainability, safety and quality
- Carrying out land-use planning in accordance with applicable legislation
- Landscape design
- Providing management and technical consultancy services to companies and other organizations
- Sale of professional agricultural products and technology.

Interested applicants should submit copies of application letter, C.V, copies of certificates and Identity cards or passports as well as valid License of practice for Health services professionals in one pdf document by email to: ceo.urholdings@gmail.com with cc to fm.urhg@gmail.com not later than Monday 15/04/2022 at 5h: 00 p.m. Short listed candidates will be contacted for interviews and those who recently applied for position of Business Management Consultancy Expert should reapply for Chief Business Support & Consultancy division if meeting requirements.

Done at Kigali 28/03/2022

Narcisse MUGESERA
UR HG Ltd Chief Executive Officer