



## 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.

UR HG Ltd would like to recruit the motivated and experienced staff able to work in its branches both in Kigali city and/or in provinces for the following vacant positions, for more details visit UR HG Ltd website, <https://holdingsgroup.ur.ac.rw/>

S.N	Post& Grade	Job summary	Key basic requirements	Number
1	Chief Business Support& Consultancy division (CBSC), (G 5 (A))	Coordinate all company management consultancy activities	A reputable University degree in Business Administration, with relevant experience of 5 years.	1
2	Procurement officer (G-3A)	Handle tenders processes on behalf of UR HG Ltd	A reputable University degree in Business Administration, logistics& supply chain management options or related fields with 3 years of relevant experience	1
3	Accountant/Operations officer (G-3B)	Handle accounting transactions and reporting	A reputable University degree in accounting option or related fields, ACCA, CPA or equivalent professional certificate, 3 years of relevant experience will be added advantage	1@
4	Internal Auditor (G-5B):	Responsible for preparing and implementing a risk-based audit plan	A reputable University degree in accounting option or related fields, ACCA, CPA or equivalent professional certificate as well as 5 years of relevant experience will be added advantage	1
5	Front desk officers (G-2E/ G-2D/ G-2C)	Handle cash collection and client orientation at front desk	A reputable University degree in accounting or related fields, 3 years of relevant experience will be added advantage	3
6	Dental chair side assistants (G-2E/ G-2D)	Assist Doctors and Therapists while health care services provision	A registered nurse, 2 years of relevant experience will be added advantage	4
7	Head of Medical Imaging Unit G-4 (B)	Coordinate and Provide MIS care services in UR Polyclinic	A registered Medical Imaging Officer, 2 years of relevant experience will be added advantage	1
8	Head of Dental Unit (G-4A)	Coordinate and Provide dental care services in UR Polyclinic	A registered BDS/BDT with relevant experience of 3 years with 1 year is in position of responsibility added advantage	1
9	Agronomist Technician, G-2(C)	Handle agri-veterinary activities on behalf of UR HG Ltd	A reputable University degree in animal production or related fields, 3 years of relevant experience will be added advantage	1

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](mailto:ceo.urholdings@gmail.com) with cc to [fm.urhg@gmail.com](mailto: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

