



# - HG Ltd

University of Rwanda-Holdings Group Ltd

## TREE VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT, JANUARY 2025

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 optimize UR assets for the benefits of University.

UR HG Ltd/Polyclinic would like to recruit the motivated and experienced staff able to work in its branches both in Kigali city and/or in provinces, for more details visit UR HG Ltd and UR website respectively; <https://holdingsgroup.ur.ac.rw/> and [www.ur.ac.rw](http://www.ur.ac.rw)

Position& Grade	Job summary	Key basic requirements	Number
Dental Doctors /Dental Surgeon G-4 (C)	Attend assigned patients and support/advise junior Clinicians staff when needed during health care services provision	Be licensed by health professional council, 2 years of relevant experience will be added advantage	1
Business Management Consultancy Expert G-3 (B)	Coordinate all company management consultancy activities	As Business Administration, with relevant experience of 3 years.	1
Human Resources Management Officer G-3 (B)	Organize, and perform administrative and strategic hiring duties. Crucial tasks of complying with all corporate, national and international rules and regulations governing labor sector	Bachelor's degree in human resources or a related field with three to five years of experience in a human resources position or related position.	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: [urhg.recruitment@gmail.com](mailto:urhg.recruitment@gmail.com), with cc to [eugene.mugabo@rumacpa.com](mailto:eugene.mugabo@rumacpa.com), [ceo.urholdings@gmail.com](mailto:ceo.urholdings@gmail.com) not later than Wednesday 15/01/2025 at 5h: 00 p.m. Short listed candidates will be contacted for

Done at Kigali 02/01/2025

UR HG Ltd  
Management





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## TERMS FOR VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT

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### 1. Dental Doctor/Dental Surgeon; G-4(C)

#### Job Summary:

Attend assigned patients and support/advise junior Clinicians staff when needed during health care services provision

#### (i) Duties and responsibilities

- Consults and treats all cases assigned/referred to his or her care
- Refers cases to specialists for further care
- Support supervision of dental therapists/in the clinic.
- Supervision of Dental interns and volunteers.
- Plan, organize and coordinate CPDs for Dental Clinic staff if required
- Respect company and other rules and regulations in place regulating employment
- Other clinical duties assigned by company management related to his/her professional

#### (ii) Other qualities

- Hold a Bachelor of Dental Surgery degree or equivalent from a reputable university, Orthodontic treatments skills will be added advantage
- Be registered or eligible for registration with the Rwanda Medical and Dental Council.
- Be out of the MoH employment retention contract
- Be Innovative, creative, problem solver and a lifelong learner
- Demonstrate effective communication, good planning, interpersonal and organization skills.
- Be self motivated, client focused, able to work under pressure and for long hours Ability to communicate verbally and in writing in English or French; Kinyarwanda and/or Swahili will be an added advantage.
- Having experience of 2 years in clinical environment with a management/supervision role will be added advantage;
- Be available immediately after employment offer



## 2. Business Management Consultancy Expert G-3 (B)

### (1) Job definition and description:

The Business Management Consultancy Expert will manage contracts signed between company and clients that has consultancy aspect in its nature to maximize growth and improve business performance through contractual targets. 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: e-business, information technology, marketing, supply chain management related to consultancies activities.

### (2) Qualification & experience required:

Business Management Consultancy Expert should have a Bachelor's degree in business administration, project management, and economics with 3 working experience on managerial functions. To have professional courses in one of the above mentioned qualification may be an added value.

### (3) Knowledge and Skills Requirements:

- 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 (Performance based)

### (4) Duties & Responsibilities:

- Achieving customer satisfaction and customer loyalty
- Assessing the actual situation
- Consulting, advising, and creating programs to fill the gaps between actual situations and desired ones in consultancies activities at UR HG Ltd
- 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
- Increasing employee motivation and morale
- Interview the client's employees, management team and other stakeholders
- 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
- Raising the company's customer base and market segment
- Preparation and submission of Business Management Consultancy Expert activities reports for company



## **(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
- Support the business development activities of the company such as pursuit development and production of thought papers

## **3. Human Resources Officer G-3 (B)**

### **(1) Job definition and description:**

The Human Resources Officer will organize, and perform administrative and strategic hiring duties. He or she also has the crucial task of complying with all corporate, national and international rules and regulations governing labor sector.

### **(2) Qualification & experience required:**

Bachelor's degree in human resources or a related field with at least three years of experience in a human resources position or related position.

### **(3) Knowledge and Skills Requirements:**

- Organized and efficient in daily tasks
- Excellent verbal and written communication skills
- Able to multitask, prioritize, and manage time efficiently
- Goal-oriented, organized team player
- Creative problem solver who thrives when presented with a challenge
- Encouraging to team and staff; able to mentor and lead
- Able present company mission and history clearly and confidently
- Great "people-person" skills and professional attitude
- Excellent computer skills, knowledge of Human Resources Information Systems (HRIS), Microsoft Office Suite, especially Excel, and demonstrated skills in database management and record keeping
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred
- General knowledge of employment laws and best practices
- Possesses superb spoken communication skills
- Excellent interpersonal relationship building and employee coaching skills



#### (4) Duties & Responsibilities:

- Recruiting and interviewing potential applicants on experience, skills, and education
- Drawing up plans for future personnel hiring procedures and goals
- In collaboration with administrative officer, performing some administrative tasks
- Overseeing employee health and safety procedures
- Organizing and managing new employee orientation, on-boarding, and training programs
- Updating job requirements when needed
- Contacting applicants references
- Performing criminal background checks required by company
- Explaining and providing information on employee benefits, programs, and education
- Advising on company benefit needs or evaluating benefit contract bids
- Covering all legal compliance for human resource national and international requirements
- Maintaining employee records and paperwork
- Answering employee questions and addressing employee concerns with company
- Reviewing procedures for employee safety, welfare, wellness and health
- Overseeing social events.

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