



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. Those activities cover the management of UR income generating units; including but not limited to services of Health care, Consultancies, catering, Media as well as agro-veterinary business.

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

S.N	Post& Grade	Job summary	Key basic requirements	Number
1	Procurement officer (G-3A)	Handle tenders processes on behalf of UR HG Ltd	Ao in Administration, logistics& supply chain Mgt options or related fields with 3 year of relevant experience, 30-35 years old.	1
2	Accountant (G-3B)	Handle accounting transactions and reporting	Ao in accounting option or related fields, ACCA, CPA or equivalent professional certificate, 20-30 years old, 1 year of relevant experience will be added advantage	1
3	Front desk officers (G-2E/ G-2D/ G-2C)	Handle cash collection and client orientation at front desk	A ₂ , A ₁ & Ao in accounting or related fields, 20-30 years old, 1 year of relevant experience will be added advantage	3
4	Dental chair side assistants (G-2E/ G-2D)	Assist Doctors and Therapists while health care services provision	A ₂ in Sciences or nursing, 20-30 years old, 2 years of relevant experience will be added advantage	2
5	Dental therapist (G-4A)	Provide dental care services in UR Polyclinic	Ao in dental therapy, 25-35 years old with relevant experience of 3 years, in which 1 year is in unit/branch coordination as added advantage	1
6	Animal Scientist (G-2C)	Handle agri-veterinary activities on behalf of UR HG Ltd	A ₂ , A ₁ & Ao in animal production or related fields, 20-30 years old, 3 year of relevant experience will be added advantage	1
7	Business Mgt Consultancy Expert (G-3B)	Coordinate all company management consultancy activities	Ao Business Administration, 25-35 years old with relevant experience of 3 years.	1

Interested applicants should send application letter, C.V, copies of certificates and Identity cards or passports as well as valid License of practice for Health services providers professionals to: Chief Executive Officer, University of Rwanda Holdings Group Limited (UR-HG Ltd), P.O. Box 7575 Kigali, Rwanda. Submit copies of above documents in one pdf document by email to: munarcisse@gmail.com not later than Monday 19/07/2021 at 5h:00 p.m. Short listed candidates will be contacted for interviews.

Done at Kigali 06/07/2021

Narcisse MUGESERA
UR HG Ltd Chief Executive Officer