



- HG Ltd

University of Rwanda-Holdings Group Ltd

VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT

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 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 and UR HG Ltd website respectively; www.ur.ac.rw and <https://holdingsgroup.ur.ac.rw/>

S.N	Post& Grade	Job summary	Key basic requirements	Number
1	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
2	Dental chair side assistants/Sterilization officers (G-2D)	Assist Doctors and Therapists while health care services provision	A registered nurse (exclusively A ₂ nurses) , 2 years of relevant experience will be added advantage	2

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 Nurses A₂ in one pdf document by email to: ceo.urholdings@gmail.com with cc to fm.urhg@gmail.com not later than Friday 23/09/2022 at 5h: 00 p.m. Short listed candidates will be contacted for interviews.

Done at Kigali 13/09/2022

Narcisse MUGESERA

UR HG Ltd Chief Executive Officer





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TERMS FOR VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT

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. 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 filling 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.



2. Dental chair side assistants/Sterilization officers (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) 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



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