

REPUBLIC OF RWANDA



NORTH PROVINCE
BURERA DISTRICT
PO BOX 106 MUSANZE

Website: www.bureradistrict.gov.rw

JOB ANNOUNCEMENT

Burera District wishes to recruit competent, skilled and experienced staff for the following positions:

Nº	title of Job position	Job statutes	Key requirements	Number of staff required
1	Division Manager	Permanent Staff Under statutes	<p>A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 5 years of working experience or Master's Degree in Economics, Management, Business Administration, Public Administration, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 3 years of working experience</p> <p><u>Key technical skills and knowledge required:</u> Knowledge of Human Resources Policy and procedures; -Knowledge of Accounting principles and practices and financial data reporting. -Knowledge of Rwanda Public Servant & Labour laws and Financial Law; -Knowledge of Electronic equipment and computer hardware and software; -Leadership skills; -Coordination, Planning & Organizational Skills; -Interpersonal Skills; -Effective Communication Skills; -Judgment and Decision Making Skills; -Complex Problem Solving; -Negotiation Skills; -Time Management Skills; -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1
2	Public Relations, Media and Communication Officer	Permanent Staff Under statutes	<p>A0 Mass Communication, Journalism, Public Relations, Linguistics and Literature, Marketing</p> <p><u>Key technical skills and knowledge required:</u> -Excellent communication skills both orally and in writing; - Excellent interpersonal skills; -Report writing and presentation skills; -Computer skills; -Creativity and initiative; -Good organisational and time-management skills;</p>	1

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			-Team working skills; -Effective public relations and public speaking skills; -Interviewing skills; -Fluent in Kinyarwanda, English and French; knowledge of all is an advantage	
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How to apply:

Interested candidates should submit an electronic job application form using online E- recruitment for this position, please:

- Go to <http://recruitment.mifotra.gov.rw>
- Register by creating username and password and providing your e-mail
- Complete your profile
- Apply for the job
- Upload PDF copies of your Identification (ID CARD), required degree not certified.

NB: ALL APPLICANTS MUST APPLY USING OUR ONLINE APPLICATION SYSTEM. FAILURE TO DO SO MAY RESULT IN A DETERMINATION THAT THE APPLICANT IS NOT QUALIFIED.

FOR MORE INFORMATION, PLEASE VISIT BURERA DISTRICT'S WEBSITE
www.bureradistrict.gov.rw

Done at Burera, on 10/07/2019


IBINGIRA Frank

Executive Secretary of Burera District

