

REPUBLIC OF RWANDA



MINISTRY OF JUSTICE
P.O. BOX 160 KIGALI

The Ministry of Justice through the project entitled “support Ministry of Justice to improve access to quality justice” supported by the European Union, is looking for qualified and competent candidates on the following positions:

1. The Imprest Administrator, reporting to Permanent Secretary/Solicitor General (Number of Position: 1)
2. The Imprest Accountant Officer, reporting to Imprest Administrator (Number of Position: 1)

| Duties and Requirements | Imprest Administrator | Imprest Accountant Officer |
|-------------------------------|---|---|
| <p>a) General Job Duties:</p> | <p>The Imprest Administrator is responsible for:</p> <ul style="list-style-type: none"> • Leading and supervising activities of the project; • Guide the project performance to the expected results; • Ensure integration of the project funds to the Ministry of Justice annual budget; • Track and analyze the project progress and communicate timeline information to relevant authorities; • Record minutes and take detailed notes during meetings; • Liaise with PS/SG of the Ministry of Justice to assure the overall direction of the project management; • Any other task as provided for in | <p>The Imprest Accountant Officer is responsible for:</p> <ul style="list-style-type: none"> • Keep the project’s account documents updated and make each payment and requesting disbursements well supported; • Keep daily expenditure account and comply with the procedures required for the payment; • Ensure timely bank payments and manage all accounting transactions; • Prepare bank reconciliation statements at the end of each month; • Put in place a proper filing system; • Prepare VAT, RSSB and RRA declarations and request VAT |

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| Duties and Requirements | Imprest Administrator | Imprest Accountant Officer |
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| | the EU Program Estimate Document | refund according to relevant laws; <ul style="list-style-type: none"> • Make a follow-up of expenditure and produce on time mandatory reports; • Any other task as provided for in the EU Program Estimate Document |
| b) Requirements and Qualifications | Master's Degree in Accounting or Finance with 2 years of working experience in Development Partners' Projects or Bachelor's Degree in Accounting or Finance with 3 years of relevant working experience in Development Partners' Projects. | Bachelor's degree in Accounting or Finance with 2 years of relevant working experience in Development Partners' Projects. |
| c) Key Technical Skills & Knowledge required: | <ul style="list-style-type: none"> ➤ Team work; ➤ A Strong working knowledge of external/ international donor project operations, management procedures, policies and practices; ➤ Able to develop effective working relationship with national and international working partners; ➤ Ability to work under pressure, to prioritize work, and to meet tight deadlines; ➤ Superior computer skills; well-versed in Microsoft Office Suite, strong and thorough knowledge of Excel; ➤ Able to produce quality work within strict deadlines; ➤ Knowledge of accounting principles and practices and financial data reporting; ➤ Fluent in English or French. Knowledge of both languages is an added advantage. | <ul style="list-style-type: none"> ➤ Knowledge to analyze complex financial information & Produce reports; ➤ Knowledge of Rwanda's financial management standards and procedures; ➤ Knowledge of Accounting principles and practices and financial data reporting; ➤ Deep understanding of financial accounts; ➤ Be familiar with windows package and accounting software; ➤ Possess a sense of responsibility and team work; ➤ Communication skills; ➤ Time management skills; ➤ Fluent in English or French. Knowledge of both languages is an added advantage. |

How to apply:

Any job applicant for the advertised job positions must fill and submit a hard copy of a job application form. The job applicant must attach to the application form the following documents:

- A copy of the national identity card;
- A copy of the degree (in case of a foreign degree, the applicant should submit its equivalence); and
- A proof of relevant working experience.

The application should be submitted to the Ministry of Justice Reception no later than 08 January 2020 at 04:00 pm.

Done at Kigali, on 30 December 2019



MUKESHIMANA Béata
Permanent Secretary/Solicitor General