



**RECRUITMENT NOTICE**

Rwanda Internet Community and Technology Alliance (RICTA) is a not-for-profit organization representing the Rwanda Internet community whose main objective is to manage the .RW Country Code Top Level Domain (cc-TLD) and Rwanda Internet exchange point.

RICTA would like to recruit a suitable qualified candidate to fill the position of Finance, Admin & HR Officer.

**POSITION/TITLE: FINANCE, ADMIN & HR OFFICER**  
**DEPARTMENT: FINANCE, ADMIN & HR DEPARTMENT**  
**POSITION TYPE: FULL TIME /PERMANENT**  
**REPORTING TO: FINANCE, ADMIN & HR MANAGER**

**MAIN PURPOSE OF JOB**

The objective of the **Finance, Admin & HR Officer** will be to provide a complete Finance, Admin & HR service to RICTA, addressing all issues of Finance, Admin & HR nature and providing relevant information to meet internal and external demands. These services may include, but are not limited to any of the following: budget setting, reporting and control, income management, financial reporting, annual accounts preparation, cash management, Event management, Meetings, contract management, Payroll preparation & management.

**JOB DESCRIPTION**

**RICTA FINANCE, ADMIN & HR OFFICER**

Job Description
<p>The main tasks of the Finance, Admin &amp; HR Officer are:</p> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Implement financial policies and procedures;</li> <li>• Work closely with the finance manager to ensure smooth operation of all finance matters;</li> <li>• Documents financial transactions by entering account information into the Accounting software;</li> <li>• To process timely disbursement, adjustment, receipt vouchers and payroll and ensure that the proper cost centers are charged in accordance with the Financial Regulations and Rules as well as the Staff Regulations and Rules;</li> <li>• Assist the Finance manager with end of year financial reports;</li> <li>• Maintains accounting controls;</li> <li>• Substantiates financial transactions by auditing documents;</li> <li>• Maintains financial security by following internal controls;</li> <li>• Reconciles financial discrepancies by collecting and analyzing account information;</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Oversees maintenance of signature files;</li> <li>• Monitors and maintains supplies;</li> <li>• Establishes and maintains filing systems;</li> <li>• Facilitates in coordinating meetings and events with stakeholders;</li> <li>• Prepares petty cash requests;</li> </ul>

- Prepares and distributes agendas, minutes, and follows-up as required for specific committees and project meetings;

#### Human Resource

- Working closely with various departments assisting line managers to understand and implement policies and procedures;
- Liaising with a range of people involved in policy areas such as staff performance and health and safety;
- Helping in recruiting staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, and selecting candidates;
- Administering payroll and maintaining employee records;
- Interpreting and advising on employment law;
- Analyzing training needs in conjunction with departmental managers.
- Help and assist the manager in employees' contracts

#### Required Academic Qualifications, Competences and Skills.

- Degree in Business Administration, Finance Management, Accounting or any other related field;
- A minimum of 3 years' experience in finance/accounting and office management;
- Understanding of accounting processes and procedures;
- Good level of competence in Microsoft EXCEL®, WORD® and computerized Accounting software;
- Should be proficient in budgeting, variance reporting, bank reconciliation and cash management;
- Should have strong organizational and interpersonal skills with the ability to multi-task, prioritize and work under pressure amidst competing demands;
- Excellent communication skills with ability to express ideas clearly, logically and effectively;
- Fluent spoken and written English, and have knowledge of Kinyarwanda and French;
- High integrity and accountability, and good team work spirit;
- Proven problem solving and analytical skills;
- Ability to work effectively with minimal supervision.

#### How to apply:

Please follow the instructions as stated below as failure to do so could lead to disqualification. Applicants should submit Application Letter, CV/Resume, and copies of bachelor's degree addressed to

**Chief Executive Officer- RICTA**

**Ground Floor Hallmark Center**

**KG 17 AV**

**Kigali-Rwanda**

**and send it by mail to [hr@ricta.org.rw](mailto:hr@ricta.org.rw)**

RICTA is an equal opportunity employer.

Only successful candidates will be contacted. For all other inquiries please contact directly our HR department via email [vanessa.m@ricta.org.rw](mailto:vanessa.m@ricta.org.rw) or +250781151371.

**Application deadline: 11/05/2023**

#### RICTA MANAGEMENT