



Kigali, 21 APR 2017

N° PS/0882/04.17/MN

JOB OPPORTUNITY

The Office of the Ombudsman is recruiting qualified personnel with high integrity on the following posts: One (1) **Investigator on Monitoring of the Interdictions and Incompatibilities of Senior Officials**, One (1) **Contractual Courts Judgment Review Officer**, a **Project Manager** and **Project Accountant**. Detailed information is in the table below:

No	Effectiveness of the employee	Attributions of the employee	Requirements	Employment status
1	Investigator on Monitoring of Interdictions and Incompatibilities of Senior Officials	<ul style="list-style-type: none"> - Verify the existence of the code of conduct in the public institutions and parastatals; - Analyse the content and implementation of the code of conduct; - Make the follow up of the asset declaration of the public officials; - Carry out investigation on the incompatibilities and interdictions of leaders; - Verify the withdrawal and delegation of the management of incompatible activities prior to the nomination of the officials; - Suggest and follow up the application of the sanctions; - Manage the equipments and materials put at his disposal; - Prepare reports of the Unit; - Perform any other duties assigned by the supervisor 	<p>Qualifications:</p> <p>A0 in Law, Public Administration, Administrative Sciences, Political Science, Management, Business Administration</p> <p>Competencies:</p> <ul style="list-style-type: none"> - Knowledge of Substantive Law and Legal Procedures; - Knowledge of investigation and evidence gathering techniques; - Knowledge of court processes and procedures; - Negotiations Skills; - Stress management skills; - Networking skills and result-oriented; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French. 	General Statutes for Public Service

2	Courts Judgment Review Officer	<ul style="list-style-type: none"> - Analyse the court decisions in the order to send them to the Supreme court for a review or give an answer to the complainant in case there is no injustice; - Carry out investigation on the court judgements wherever necessary; - Provide the data to be published in the <i>Revue de Jurisprudence</i>; - Manage the equipments & materials put at her/his disposal; - Perform any other duties assigned by the supervisor 	<p>Qualifications: A0 in Law</p> <p>Competencies:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Creative, proactive, customer focused, solutions led and outcome driven; - Excellent verbal, written and interpersonal communication skills; - Ability to pay attention to detail; - Sound personal judgment with excellent advocacy skills; - Ability to read and understand complex (legal) texts; - Knowledge of court processes and procedures; - Fluent in Kinyarwanda, English and French. 	One year contract
3	Project Manager	<ul style="list-style-type: none"> - Provide technical support and guidance on the elaboration of the project's implementation road map; - Provide technical support and guidance in supervision, review and management of the contracted consultants under the project and ensuring the targeted outputs and expected deliverables are achieved in time and with set standards; - Responsible for the programming , regular monitoring and annual, mid-term and end term reviews of the project implementation; - Oversees all technical , organizational and financial management aspects in the implementation process; - Monitor and evaluate the implementation of agreed upon activities under respective activities and provide Quarterly Progress Reports(QPRs) to the Permanent Secretary indicating success achieved and challenges faced during project implementation with recommendations to solve challenges; - Ensures timely reporting to all stakeholders in the Single Project Implementation and with high standard of quality reports; 	<p>Qualifications:</p> <ul style="list-style-type: none"> - Master's degree in Project Management, Accounting, Finance, Business Administration and Economics with 5 years experience or a Bachelor's degree in the fore-mentioned disciplines with 7 years in managing public sector/institutional support project funded by EU; - Conversant with procedures used in managing EU funded projects; - Good management and coordination skills; - Proficiency in English and French; - Knowledge in use of computer software packages for word processing, excel, power point, databases and spreadsheets, internet and other social media; 	One year contract renewable

		<ul style="list-style-type: none"> - Coordinate and ensure timely submission of annual actions plans or road map, budgets and procurement plans for the project; - Ensure that budgets and procurement plans based on EU basket fund, annual actions plans are prepared and approved by Steering Committee; - Monitor execution of all cost aspects and supervise all financial and accounting activities; - Ensures that approval for payments are in line with established procedures and ensures proper planning; - Facilitate the meetings of the EU project Steering Committee and ensuring that the periodic meeting are organised; - Ensures that consolidated statements are prepared in a timely manner and in accordance with standards and procedures; - Draft ToRs and oversee the launch of tenders, prepare, negotiate and conclude drafts contracts to be signed by competent authorities; - Ensures that monthly bank reconciliations are made duly approved and filed; - Any other task assigned by the Supervisor. 	<p>Competencies:</p> <ul style="list-style-type: none"> - Excellent communication and facilitation skills; - Knowledge in national legal framework pertaining to anti-corruption and injustice; - Ability to work under minimum supervision to meet deadlines; - Commitment and drive to achieve challenging goals; - Problem solving attitude; - Team player with strong interpersonal skills; - Ability to work under tight timelines. 	
4	Project Accountant	<ul style="list-style-type: none"> - Ensure that the financial transactions are properly authorized, recorded, have adequate supporting documentation and can easily be extracted for the purpose of preparing financial statements; - Maintenance of accounting practices in accordance with international accounting standards; - Maintain proper book keeping records in accordance with statutory and the organization's policies, chart of accounts, and related accounting standards, principles and practices; - Maintain adequate financial controls in place to maintain proper accountability of expenditures; - Maintain a suitable management information system for recording and reporting financial transactions; - Prepare and submit timely and reliable financial reports and any related reports that may be required from time to time by EU and the Office; - Maintain and ensure the safe custody of accounting registers and value documents; 	<p>Qualifications:</p> <ul style="list-style-type: none"> - Bachelor's degree in Accounting, Finance and Commerce and a professional accounting qualification such as CPA, ACCA or equivalent (or part qualification with evidence of likelihood of full qualification soon); - At least 4 years relevant work experience in a busy finance department on project; - Demonstrated experience in preparation of financial reports and budget variance analysis; - Fluent in English or French with working knowledge of other language. <p>Competencies:</p> <ul style="list-style-type: none"> - Excellent communication and facilitation skills; 	One year contract renewable

	<ul style="list-style-type: none"> - Facilitate the annual financial audits carried out by internal or internal auditors; - Prepare monthly bank reconciliations and submit them for appropriate approval. 	<ul style="list-style-type: none"> - Ability to work under minimum supervision to meet deadlines; - Team player with strong interpersonal skills; - Ability to work under tight timelines. 	
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The application file containing the following documents: an **Application Form found at the Website of the Public Service Commission, a photocopy of the required degree not notified and a photocopy of the Identity Card and all documents justifying the required qualification and experience** must be submitted to the Office of the Ombudsman not later than 28/04/2017 at 05:00 PM.

Done at Kigali on 21/04/2017

MBARUBUKEYE Xavier
Permanent Secretary

