



PARLIAMENT

THE PARLIAMENT OF RWANDA THROUGH ITS PROJECT "SUPPORT TO PARLIAMENT" SUPPORTED BY THE EUROPEAN UNION, IS LOOKING FOR QUALIFIED AND COMPETENT CANDIDATES ON THE FOLLOWING POSITIONS:

1. THE IMPREST ADMINISTRATOR (At the level of Project Manager)
2. THE IMPREST ACCOUNTANT OFFICER (At the level of Specialist)

Qualifications and requirements	Imprest Administrator	Imprest Accountant Officer
<p>General Job duties:</p> <ul style="list-style-type: none"> • Leading and supervising activities in planning, implementation, monitoring, evaluation, reporting and closing of the project; • Guide the project performance to the expected results; • Keep the project's account documents updated and make each payment well supported by the justification documents; • Ensure integration of the project funds to the Parliament annual budget in the planning, M&E and reporting mechanisms; • Track and analyze the project progress and communicate timeline information to stakeholders for the improvement; • Work with Imprest Accountant Officer in management, project tracking and document control activities; • Record minutes and take detailed notes during meetings • Manage Project correspondences and prepare and review Project related emails, letters, proposals, memos, meeting minutes and other documents; • Liaison with Clerks of both Chambers of Parliament to assure the overall direction of the project management; 	<p><i>The Imprest Administrator is responsible for:</i></p> <ul style="list-style-type: none"> • Keep the project's account documents updated and make each payment and requesting disbursements well supported by the justification documents; • Keep daily expenditure account and comply with the procedures required for the payment; • Ensure timely bank payments and manage all accounting transactions; • Record revenue and expenditure operations, and prepare bank reconciliation statements at the end of each month; • Put in place a proper filling system by well filing all the documents related to each payment for the audit purpose; • Prepare VAT, RSSB and RRA declarations and request VAT refund at RRA based on the Cotonou Agreement between ACP & EU; • Ensure management of financial, logistic and material resources for the project; • Ensure integration of the project funds to the Parliament annual budget in the planning, M&E and reporting mechanisms; 	<p><i>The Imprest Accountant Officer is responsible for:</i></p> <ul style="list-style-type: none"> • Keep the project's account documents updated and make each payment and requesting disbursements well supported by the justification documents; • Keep daily expenditure account and comply with the procedures required for the payment; • Ensure timely bank payments and manage all accounting transactions; • Record revenue and expenditure operations, and prepare bank reconciliation statements at the end of each month; • Put in place a proper filling system by well filing all the documents related to each payment for the audit purpose; • Prepare VAT, RSSB and RRA declarations and request VAT refund at RRA based on the Cotonou Agreement between ACP & EU; • Ensure management of financial, logistic and material resources for the project; • Ensure integration of the project funds to the Parliament annual budget in the planning, M&E and reporting mechanisms;

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<p>• Ensure synergies between Project components to maximize the Project impact.</p>	<p>• Ensure synergies between Project components to maximize the Project impact.</p>	<ul style="list-style-type: none"> • Make follow-up of expenditure and produce quarterly and annually reports on financial statements and adhere to mandatory deadlines; • Contribute to team effort by accomplishing related results as needed; • Prepare project correspondences: emails, letters, proposals, memos, meeting minutes and other documents;
<p>Education:</p> <ul style="list-style-type: none"> ➢ Masters holder in Economics, Management, Business Administration, Public Administration, Development Studies, Social Sciences or Project Management with 2 years of working experience in the field or Bachelor's degree in Economics, Management, Business Administration, Public Administration, Development Studies, Social Sciences, Administrative Sciences or Project Management, with 4 years of working experience in the field and 2 years at managerial level. 	<p>Education:</p> <p>Bachelor's degree in Accounting, Finance or in Management with specialization in accounting or finance. Have at least 3 years of working experience in the field.</p>	<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> ➢ Knowledge to analyze complex financial information & Produce reports; ➢ Knowledge of Rwanda's financial management standards and procedures; ➢ Deep understanding of financial accounts; ➢ Planning, organizational and Budgeting skills; ➢ Fluent in English or French and good knowledge of other, knowledge of both is an advantage.
<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> ➢ Knowledge and understanding of the organization in planning, monitoring, evaluation and reporting. A strong working knowledge of external/ international donor project operations, management procedures, policies and practices. ➢ Demonstrate skills and experience in providing leadership, direction, the ability to lead project teams Have an experience in leading projects funded by donors will be an advantage; ➢ Must be able to communicate clearly with a wide range of partners. 	<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> ➢ Knowledge and understanding of the organization in planning, monitoring, evaluation and reporting. A strong working knowledge of external/ international donor project operations, management procedures, policies and practices. ➢ Demonstrate skills and experience in providing leadership, direction, the ability to lead project teams Have an experience in leading projects funded by donors will be an advantage; ➢ Must be able to communicate clearly with a wide range of partners. 	<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> ➢ Knowledge to analyze complex financial information & Produce reports; ➢ Knowledge of Rwanda's financial management standards and procedures; ➢ Deep understanding of financial accounts; ➢ Planning, organizational and Budgeting skills; ➢ Fluent in English or French and good knowledge of other, knowledge of both is an advantage.

Interested candidates should submit in the Central Secretariat of the Senate their documents including: application letter addressed to Clerk of the Senate; Detailed Curriculum Vitae, required copy of degree, copy of ID and rendered service certificate for ensuring working experience, not later than 5th April 2019.

Done at Kigali, on 27th March 2019



CYTATIRE Sosthène
Clerk to the Senate