

VACANCY ANNOUNCEMENT

Rwanda Investigation Bureau is looking for highly qualified personnel for the following vacancies. Kindly pick a position of your fields and bring your application letter and CV sent on the email of recruitmentoffice@rib.gov.rw not later than **19th December 2020**, indicating the job you are applying for.

S/N	POST	Level	Available Positions	Required Profile	Key Technical Skills
1.	HR Specialist	3.II	1	A0 in HR Management, Management with specialization on Human Resource Management, Public Administration, Administrative Sciences, with 5 years of working experience or Master's Degree in HR Management, Management with specialization on Human Resource Management, Administrative Sciences, Public Administration with 3 years of working experience.	<ul style="list-style-type: none"> ❖ Knowledge of human resources concepts, practices, policies and procedures; ❖ Knowledge of organizational structure, workflow and operating procedures; ❖ Leadership and management skills; ❖ Planning and organizational skills; ❖ High Analytical Skills; ❖ Time management Skills; ❖ Judgment & Decision making skills; ❖ Complex Problem Solving Skills; ❖ Fluent in Kinyarwanda, English and French.
2.	Software Development Senior Engineer	3.II	1	Master's Degree in Computer Science, Software development, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 year of working experience in ICT or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology,	<ul style="list-style-type: none"> ❖ Leadership and management skills ❖ Knowledge of Rwanda's justice IT Policies and Strategies as well as National IT Policy; ❖ Deep Understanding of information technology and telecommunications; ❖ Capacity to research and analyse software program requirements. ❖ Interpersonal and Communication skills



			Electronics and Telecommunication Engineering or Information Management with 5 years of working experience and Certifications in advanced software development is an added advantage.		<ul style="list-style-type: none"> ❖ skills; ❖ Analytical skills; ❖ Fluency in Kinyarwanda and English/French/Swahili, knowledge of the four languages is an advantage 	Negotiation and Problem Solving
3.	Communication Officer	4.II	1	Bachelor's degree in Public Relations, Media, Journalism with 2 years of working experience	<ul style="list-style-type: none"> ❖ Excellent communication skills both orally and in writing; ❖ Ability to write and produce presentations and press releases; ❖ Capacity to analyze media coverage; ❖ Knowledge in designing, writing and/or producing presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for web sites and promotional videos; ❖ Excellent interpersonal skills; ❖ Computer literacy; ❖ Presentation skills; ❖ Creativity; ❖ Fluent in Kinyarwanda, English and French 	
4.	Crime Scene Response Investigator	5.II	2	Bachelor's degree in Law, Forensic Sciences, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies with 3 years of working experience.	<ul style="list-style-type: none"> ❖ Analytical skills; ❖ Coordination, planning and organizational skills; ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French 	





5.	Investigators in different fields	5.II	21	Bachelor's degree in Law, Management, Economic, Accounting, Finance, Public Finance, Business Administration with 2 years of working experience.	<ul style="list-style-type: none"> ❖ Ability to conduct criminal investigations; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
6.	Counselling Officer	5.II	1	Bachelor's degree in Law, Clinical Psychology, Public Health, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies with 2 years of working experience	<ul style="list-style-type: none"> ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
7.	Coordination & Monitoring Officer	5.II	1	Bachelor's degree in Law, Development Studies, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies	<ul style="list-style-type: none"> ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
8.	Cyber and IT Investigators	5.II	18	Bachelor's degree in Computer Science, Information and technology or information security with 2 years of working experience	<ul style="list-style-type: none"> ❖ Analytical skills; ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit;



				<ul style="list-style-type: none"> ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
9.	Investigative Support Officer	5.II	1	<p>Bachelor's degree in Law, Management, Finance, Public Finance, Economics, Accounting, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies with 2 years of working experience</p> <ul style="list-style-type: none"> ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
10	CBRNE Officer	5.II	2	<p>Bachelor's degree in Law, Management, Finance, Public Finance, Economics, Accounting, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies with 2 year of working experience</p> <ul style="list-style-type: none"> ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
11	Terrorism Financing Officer	5.II	1	<ul style="list-style-type: none"> ❖ Extensive knowledge and understanding of the Rwandan Criminal Justice System; ❖ Good understanding of the working of law enforcement agencies in general and criminal justice process in particular; ❖ Ability to lead simultaneous community awareness activities; ❖ Leadership skills; ❖ Analytical skills; ❖ Report writing and presentation skills; ❖ Computer Literacy;

12	Maintenance Officer	5.II	1	Bachelor's degree in Mechanical Engineering with two years of working experience	<ul style="list-style-type: none"> ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
13	Database & Application Administrator	5.II	1	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA,	<ul style="list-style-type: none"> ❖ Knowledge of Management of Material Resources; ❖ Knowledge of supply chain management; ❖ Organizational Skills; ❖ Computer Skills; ❖ Communication Skills; ❖ Report writing & Presentation Skills; ❖ Analytical Skills; - Interpersonal Skills; ❖ Time management Skills; ❖ Negotiation Skills; ❖ Team working Skills; ❖ Problem Solving Skills; ❖ Fluent in Kinyarwanda, English and French
					<ul style="list-style-type: none"> ❖ Knowledge of Rwanda's justice ICT policies and strategies; ❖ Highly proficient with Microsoft Windows operating systems; ❖ Proficient in Microsoft Office products; ❖ Proficient in basic networking protocols and standards ❖ Knowledge of AD, Exchange, VPN, routers, and wireless internet access; ❖ Knowledge of circuit boards, processors, electronic equipment, and computer





	<p>MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage.</p>	<p>hardware and software, including applications and programming;</p> <ul style="list-style-type: none"> ❖ Interpersonal Skills; ❖ Communication skills ❖ Negotiation Skills; ❖ Problem-solving skills; ❖ Analytical skills; ❖ Fluency in Kinyarwanda and English/French/Swahili, knowledge of the four languages is an advantage 	
<p>14 IT Help Desk Officer</p>	<p>5.II</p>	<p>1</p> <p>A0 in Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required.</p>	<ul style="list-style-type: none"> ❖ Knowledge of Rwanda's justice ICT policies and strategies; ❖ Highly proficient with Microsoft Windows operating systems; ❖ Proficient in Microsoft Office products; ❖ Proficient in basic networking protocols and standards ❖ Knowledge of AD, Exchange, VPN, routers, and wireless internet access; ❖ Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; ❖ Interpersonal Skills; ❖ Communication skills ❖ Negotiation Skills; ❖ Problem-solving skills; ❖ Analytical skills; ❖ Fluency in Kinyarwanda and English/French/Swahili, knowledge of the four languages is an advantage



15	Archives and Documentation Officer	6.II	2	Bachelor's degree in Law, Professional Police Studies, Arts Language and Communication and Documentation, Library & information Science, Office Management and Bibliothecology	<ul style="list-style-type: none"> ❖ Having ability to organize archival records and develop classification systems to facilitate access to archival materials and information; ❖ Having ability to enter, transcribing, recording, storing and maintaining information in written and electronic/magnetic form; ❖ Having ability to use computers and computer systems to set up functions, enter data, or process information; ❖ Having ability to establish and maintaining interpersonal relationships; ❖ Having strong documentation skills, record keeping and filing procedures both manual and online practices; ❖ Personal computer use with an emphasis on generating spreadsheets and data entry; ❖ Computer literacy and having proficiency in information technology; ❖ Having bookkeeping Skills; ❖ Knowledge of integrated document management and archive management software and system; documentation management system(DMS) would be an advantage; ❖ Having Communication, Organizational, time management and Planning Skills; ❖ Having report writing & Presentation skills; ❖ Having good command of oral and written English or French, Kinyarwanda. Knowledge of all is an advantage; ❖ Having highest degree of personal integrity, decency, honesty, secrecy, ethics and professionalism;
16	Chain of Custody Officer	5.II	1	A0 in law, management, Professional Police Studies, social studies.	<ul style="list-style-type: none"> ❖ Confidentiality and secrecy ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Communication skills; ❖ Time work and management skills;



17	Customer Care Officers	6.II	2	Bachelor's degree in Communication, Public Relations, International Relations, Journalism, Marketing, Linguistics or Literature	<ul style="list-style-type: none"> ❖ Fluency in Kinyarwanda, English and/ or French, knowledge of the four languages is an advantage. ❖ Excellent interpersonal skills; ❖ Knowledge in customer care satisfaction; ❖ Knowledge in hospitality management; ❖ Public speaking skills; ❖ Time management skills; ❖ Organizational skills; ❖ Excellent communication skills; ❖ Computer skills; ❖ Fluent in Kinyarwanda, English, French and/or Swahili; knowledge of all is an advantage
18	Accountant	5.II	1	A0 in Finance, Accounting, Public Finance, Management with specialization in Finance / Accounting Plus Level II Professional Qualification recognised by IFAC (ACCA, CPA etc).	<ul style="list-style-type: none"> ❖ Knowledge of cost analysis techniques; ❖ Capacity to analyse complex financial information & Produce reports ❖ -Deep understanding of financial accounts; ❖ Planning and organisational skills; ❖ Communication skills; ❖ Strong IT skills, particularly in Financial software (SMART IFMIS); ❖ Judgment & Decision Making Skills; ❖ Analytical Skills ❖ Interpersonal skills; ❖ Time management Skills ❖ Complex Problem solving; ❖ Flexibility Skills; ❖ Fluency in Kinyarwanda and English/French/Swahili, knowledge of the four languages is an advantage.
19	Storekeeper	8.II	2	A2 in Accounting and Store Management or related field	<ul style="list-style-type: none"> ❖ Knowledge of Management of Material Resources; ❖ Knowledge of supply chain management; ❖ Organizational Skills; ❖ Computer Literacy;



<ul style="list-style-type: none"> ❖ Communication Skills; ❖ Report writing & Presentation Skills; ❖ Analytical Skills; ❖ Interpersonal Skills; ❖ Time management Skills; ❖ Negotiation Skills; ❖ Team working Skills ❖ Problem Solving Skills; ❖ Fluency in Kinyarwanda and English/French/Swahili, the knowledge of the four languages is an advantage 					
<ul style="list-style-type: none"> ❖ Key Technical Skills, Knowledge required and competencies: ❖ Office Management Skills; ❖ Excellent Communication, ❖ Organizational, Interpersonal Skills; ❖ Computer knowledge (Word and excel Processing, Power Point and Internet) ❖ Analytical and problem solving skills; ❖ Time management skills; ❖ Fluency in Kinyarwanda and English/French/Swahili; knowledge of all 4 languages is an advantage. 	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law, Professional Police Studies.</p>	<p>2</p>	<p>7.II</p>	<p>Administrative Assistant to the Head of Department</p>	<p>20</p>
<ul style="list-style-type: none"> ❖ High standards of professional ethics and secrecy; ❖ Office Management skills; ❖ Excellent Communication; ❖ Organizational and interpersonal skills; ❖ Computer knowledge; ❖ Analytical and problem solving skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French 	<p>Bachelor's degree in Secretarial Studies, Office Management, Public Administration, Management or A1 in Secretarial Studies, Management with 5 years of working experience</p>	<p>1</p>	<p>7.II</p>	<p>Head of Central Secretariat</p>	<p>21</p>



22	Crime Intelligence Staff at Station Bureau	7.II	20	At least A2 in any field	<ul style="list-style-type: none"> ❖ Computer Literacy; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
23	Cashier	8.II	2	A2 in accountancy with 2 years of working experience in the field of management of money	<ul style="list-style-type: none"> ❖ Confidentiality and secrecy; ❖ Collaboration and team working spirit; ❖ Communication skills; ❖ Computer literacy; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
24	Surveillance Officers	8.II	20	A2 in any field related to his or her work	<ul style="list-style-type: none"> ❖ Confidentiality and secrecy; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Communication skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
25	Operation Officers	8.II	20	A2 in any field related to his or her work	<ul style="list-style-type: none"> ❖ Confidentiality and secrecy; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Communication skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
26	Tactical Response Team Officer	8.II	20	A2 in any field related to his or her work	<ul style="list-style-type: none"> ❖ Confidentiality and secrecy; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Communication skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French

27	Hotline Officers	8.II	3	A0 in law, management, Professional Police Studies, social studies.	<ul style="list-style-type: none"> ❖ High Ability to stay calm when customers are stressed or upset; ❖ Computer Literacy; ❖ Experience working with customer support; ❖ Fluency in Kinyarwanda and English/French/Swahili, the knowledge of the four languages is an advantage.
28	Secretary in Central Secretariat	8.II	4	A1 in Secretarial Studies, Office Management or Bachelor Degree in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law	<ul style="list-style-type: none"> ❖ High standards of professional ethics and secrecy; ❖ Office Management skills; ❖ Excellent Communication; ❖ Organizational and interpersonal skills; ❖ Computer knowledge; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
29	Secretary to RIB High Council	8.II	1	A1 in Secretarial Studies, Office Management or Bachelor Degree in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law	<ul style="list-style-type: none"> ❖ High standards of professional ethics and secrecy; ❖ Office Management skills; ❖ Excellent Communication; ❖ Organizational and interpersonal skills; ❖ Computer knowledge; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
Total			154		

Done at Kigali on, 05 December 2020



Theoneste SEZIRAHIGA

Director General of Administration and Finance/Chief Budget Manager

