



JOB VACANCY ANNOUNCEMENT

Background:

The Institute of Real Property Valuers in Rwanda (IRPV) was established by Law N° 17/2010 of 12/05/2010 establishing and organizing the real property valuation profession in Rwanda as published in Official Gazette n° 20 of 17/05/2010. The responsibilities of the Institute were set by the law as follows:

1. To analyse and find solutions to all problems related to the real property valuation profession
2. To analyse and find solutions to all problems related to the conduct of real property valuers
3. To exchange information relating to the real property valuation profession
4. To promote the real property valuation profession in Rwanda and
5. To prepare regulations and guidelines governing the real property valuation profession. For fulfilling its responsibilities,

The Institute would like to hire a competent individual at the following positions:

Position 1: IT & Communications Officer (1)

Nature of contract: Full Time

Effectiveness of the contract: Immediately after notice of successful results.

General Description of the Position:

The IT & Communication officer is a key position largely responsible for the way in which employees, customers and the public views IRPV. He ensures accurate and timely updates on all key communication channels and provides staff with IT Assistance.

Key Outputs/Responsibilities

1. Maintain IT systems in good order and condition
2. Ensure accurate and timely communication channels
3. Safeguard the integrity of IT systems.

Responsibilities

- To maintain IRPV Management Information Systems and to advise on matters relating to Information and Communication Technology.
- To ensure the availability, performance and security of IT systems and applications at the IRPV.
- To perform systems, network, communications and data base management and administration.
- To set up, configure and maintain computer systems and issue password and login.
- To prepare tender specifications and advise on the selection of computer hardware and software, as required.
- To co-ordinate repairs and preventive maintenance of hardware and systems software.

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- To design, develop, implement and update the website of the IRPV.
- To carry out assessment of and relevant audit of firms under the Certification Schemes operated by IRPV.
- To carry out internal audits of the quality of IT systems of IRPV.
- To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the IT Officer/Systems Administrator in IRPV

Job requirements:

ICT Officer Qualifications & Attributes

Minimum Requirements:

- A Bachelor's Degree in ICT, computer science, computer engineering or other related degrees.
- Experience in Linux system administration.
- Experience in network setup and maintenance: Firewall, DNS, VPN, etc.
- Experience in working with databases especially postgresql and MongoDB
- Experience in maintaining docker and kubernetes environments
- Experience in deploying critical applications (backend & frontend applications) in a cloud environment
- Experience with Spring and Angular frameworks
- Problem solving skills and critical thinking
- Experience operating and maintaining ICT systems.

Position 2: Accountant (1)

Nature of contract: Full Time

Effectiveness of the contract: Immediately after notice of Successful results.

General Description of the Position:

The Accountant is responsible for Managing revenues from Valuations fees and others sources, Preparing payment documentation, Banking Maintaining general ledger account and bank statement reconciliation, preparing journal entries and financial statements, creating and maintaining periodic reporting, maintaining fixed asset system, assisting with annual budgeting, compiling any funding applications and expenditures reporting, preparing statistical and financial reports for dues from members, and agencies, maintaining accounting records and compliance with Tax and other statutory payments.

Key Outputs/Responsibilities

- Daily accountability and recording of income and expenses
- Monthly management accounts for management
- Coordination of budget preparation and monitoring of execution
- Bank reconciliation
- Records all IRPV Incomes and ensure accurate billing or Invoicing for Valuation and Membership fees and any other income
- Records transactions in the relevant accounting records and systems.
- Prepare Payment documentation for Approval by review by Executive secretary before any payment is made

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- Maintains the petty cash account for miscellaneous payments
- Custody of accounting documents and records including receipts, cheque books
- Preparation of Payroll and transfer of staff salaries to Bank
- To prepare monthly reports and Annual Financial Statements Report
- Assists the other staff in preparation of budgets for review by Executive Secretary and approval by the Board of Directors.
- Prepares various taxes and statutory deductions in compliance with regulations.
- Maintains records retention log to facilitate the orderly file system of permanent records for adherence to record retention policy.

Job requirements:

- Bachelor's degree in Accounting required having accounting certification such a CPA/ACCA is an added advantage.
- Minimum two or more years of experience in accounting or related business area.
- Proven track record of good communication skills.
- Proficiency in spreadsheet software (Excel) and Word. Access and Accounting Software knowledge preferred. Demonstrates effective communication and problem-solving skills.
- Utilizes accounting system, billing system, spreadsheet, and presentation software.
- Ability to perform various complex account analyses and reconciliation.
- Well, organized and attention to details.

Application procedure:

Well typed applications composed of letter of application addressed to the Chairperson-Board of Directors/IRPV, updated CV, National ID and Academic documents in attachment will be submitted to email: info@irpv.rw, irpv.rw@gmail.com not later than **5:00 PM** on **15th March 2021**.

Only shortlisted candidates will be contacted. The successful candidate is expected to start immediately.

Done at Kigali, On 01/03/2021

GANZA Patrick
Executive Secretary

