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EXCITING JOB AND CAREER OPPORTUNITY AT HORIZON CONSTRUCTION Ltd

Horizon Construction Ltd is one of the Subsidiary Companies of Horizon Group Ltd engaged in the various sectors of the Rwandan Economy including Infrastructure Development, Construction, and Production of construction Materials among others.

The company is seeking to recruit highly experienced and competent professionals and Technicians in the following areas: Drivers and legal office. Interested and qualified individuals are invited to apply;

Job Position	Responsibilities	Required Qualifications	Required Experience	Other Skills
Senior Legal officer(1)	<p>Reporting to the General Manager Horizon Construction, the Senior Legal officer has the following attributes;</p> <ul style="list-style-type: none"> Ensuring that all contracts are drafted in accordance with the National Laws, best practices and that they do protect the company. Render legal services to the company with respect to the regulations, practices, or other issues falling with in the preview of National laws. 	<ul style="list-style-type: none"> Possession of Bachelor's Degree in Law (LLB/LLM) Master degree is an added advantage 	<ul style="list-style-type: none"> At least 7 years of relevant working experience 	<ul style="list-style-type: none"> He/she must be a legal practitioner Business experience is a requirement. Displays excellent supervisory and leadership skills.

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	<ul style="list-style-type: none"> • Provides expert opinion on legal and commercial implications of contracts being executed by the company. • Maintain proper records of company key documents mainly articles of association, contracts, Laws, etc., • Prepare legal opinions on company affairs and submit them to management for considerations. • Disseminate legal information to the management and staff to create and increase legal awareness. • Continuously assess the regulatory environment and advise accordingly. • Ensure development, maintenance, and regular review of Horizon Construction policies, procedures, and standards for general operations to prevent illegal, unethical, or improper conduct of Business. • Manage day- to- day operations of the compliance program. • Develop and periodically review and update standards of conduct to ensure continuing relevance in providing guidance to management and employees. • Collaborate with other departments to asses and address compliance issues and propose solutions. • Respond to alleged violation of rules, regulations, policies, procedures, and standards of conduct by 			
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	<p>evaluating or recommending the initiation of investigative procedures .Develop and oversee systems for handling violations.</p> <ul style="list-style-type: none"> • Provide independent review and evaluation to ensure that compliance issues/concerns with the organizations are being appropriately evaluated investigated and resolved. • Monitor and coordinate compliance activities of other departments; • Identify potential areas of compliance vulnerability and risk; develop/implement corrective action plans for resolutions of problematic issues, and provide general guidance on how to avoid or deal with similar situations in the future. • Provide reports on a regular basis and as directed or requested to keep the management informed of the operation and progress of compliance efforts. • Ensure proper reporting of violations or potential violations to duly authorized enforcement officials as appropriate and /or required. • Institute and maintain an effective compliance communication program for the organization • Work with other department as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers. • Monitor the performance of the compliance program and relate activities on continuing basis, taking appropriate steps to improve its effectiveness. 			
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	<ul style="list-style-type: none"> • Ensure the company complies with financial standards, legal practices, and maintaining standards of corporate governance. • Perform any other relevant duties assigned by the supervisor 			
<p>Fleet Supervisor(1)</p>	<p>Reporting to the Engineering Equipment Department Manager, the Fleet supervisor will be responsible for;</p> <ul style="list-style-type: none"> • Design and plan schedules for fleet management and advise management on best fleet management practices. • Generate fleet management policies and standard operating procedures to be used on a daily basis • Provide full time supervision of Horizon Construction Fleet • Assigning vehicles and equipment upon request from Horizon departments/projects for use on official duty • Assessing vehicles and equipment availability and recommending equipment for use on official duty • Ensuring scheduled and coordinated routine maintenance/ service of Horizon Vehicles, construction equipment and machinery • Maintain computerized record of history of vehicles, construction equipment and machinery and identify and report vehicles and equipment due for or in need of repair 	<ul style="list-style-type: none"> • Possession of Bachelor's degree in Mechanical engineering or related field • Knowledge of fleet management is a requirement 	<ul style="list-style-type: none"> • At least 5 years of relevant working experience 	<ul style="list-style-type: none"> • Must be equipped with Fleet management skills • Proven communication and public relations skills • Proven computer and fleet management software skills is an added advantage

25

	<ul style="list-style-type: none">• Maintain computerized daily records of fuel consumption of the entire fleet• Recommending and preparing technical specifications and documentation require In purchase of vehicles and construction equipment and machinery and verify deliveries• Maintain record on vehicles and equipment condition and location accidents reports actual vehicles activity and related information• Ensuring that Horizon Fleet and vehicles and equipment are dully registered, insured and with all requirements as may be stipulated in the traffic law and other National codes• Making recommendations on due disposal of Horizon owned vehicles and equipment• Ensuring compliance with acceptable codes of conducts among drivers and machine operators and recommends disciplinary action where necessary• Preparing regular written reports• The fleet supervisor shall perform any other duties as assigned by the EED manager.			
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Truck drivers (6)		<ul style="list-style-type: none"> • Cat C & at least primary level 	<ul style="list-style-type: none"> • 5 Years hands-on Experience 	
<ul style="list-style-type: none"> • Drive company Vehicle when authorized to take off on official duty • Make daily check on vehicle (oil, battery, brakes and tires) take note to report immediately any required service, repair or adjust to ensure that the vehicle is kept in a good running condition. • Ensure that the vehicle is kept in a safe and good operational condition. • Log all official trips, daily mileage, fuel consumption and ensure that the vehicle is serviced exactly when service is due • Ensure that in case of an accident , a report is filed immediately and steps required by traffic police and insurance company are strictly followed • Follow all rules and regulations in relation to the government traffic laws and fleet section regulations. • Perform other duties as may be assigned by the fleet Supervisor 				

Application Documents Required:

- An Application Letter addressed to the General Manager, Horizon Construction Ltd
- A Comprehensive CV With three Referees
- Copies of Academic and Professional Certificates
- Photocopy of Identity Card
- Driving License (for Truck drivers).

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Deadline: Application Documents should reach Horizon Construction Ltd not later than 18th August 2021 at 5 pm.

Remuneration & Benefits Regime: Attractive and commensurate with Qualification and Professional Experience

Note: Applications are only received only through email (alex.mugugu@horizonlogistics.rw and nuwizeye@horizonconstruction.rw). Incomplete applications will not be considered. Only short listed Candidates will be contacted.

Done at Kigali, 10th August 2021



Robert B. NKUSI

General Manager, Horizon Construction Ltd.



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