



**JOB ADVERTISEMENT AT THE OFFICE OF THE AUDITOR GENERAL
OF STATE FINANCES (OAG)**

Background

The Office of the Auditor General (OAG) is Rwanda's Supreme Audit Institution. It derives its mandate and independence from articles 165 and 166 of the Constitution of the Republic of Rwanda of June 2003, revised in 2015. This mandate is detailed in the law no 79/2013 of 11/09/2013, determining the mission, organization and functioning of the Office of the Auditor General of State Finances as amended to date. The Office has legal personality, financial and administrative autonomy. OAG is responsible for the followings:

- Auditing and reporting on accounts of all public entities, local administrative entities, public enterprises, parastatal organizations and projects;
- Conducting financial, compliance, performance (economy, efficiency and effectiveness), IT and special audits in respect of expenditure in all institutions referred to above;
- Conducting accountability, management and strategic audits of accounts in the institutions mentioned above.

OAG offers great opportunities for career growth, training and, above all, an opportunity to serve the nation in promoting accountability, transparency and best practice in Government operations as a means to good governance.

To fulfil its mandate, the Office of the Auditor General of State Finances wishes to recruit competent and skilled staff for the positions of **Full stack developers** and **Accountant**.





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1. JOB TITLE: IT OFFICER -FULL STACK DEVELOPER

JOB LEVEL: 4.VII

NUMBER OF VACANT JOB POSITION: THREE (3)



a) Job responsibilities

The scope of work for full stack developer will include not limited to the followings:

- Work independently or with external developers to produce clean codes based on system requirements specifications;
- Gather and evaluate user feedback during system prototypes sessions;
- Create Application Programming Interfaces (APIs);
- Define interfacing requirements with external systems;
- Maintain existing and new systems (troubleshoot, debugs, and upgrade);
- Conduct unit and Integration tests as well as system tests;
- Assess system performance, recommend and execute improvements;
- Create technical documentations for reference (system design, flowcharts, user manual, etc.);
- Create security and data protection settings;
- Report on regular basis all work done;
- Work closely with user departments to understand their business needs according to the strategic direction of the Office and provide solutions;
- Assess performance of external developers and recommend way forward;
- Participate in entire process of digitization of audit processes and support services;
- Train system users on the new system functionalities;
- Perform all other duties and tasks as assigned by supervisors.

b) Job requirements

- Rwandese nationality;
- Bachelor's degree (A0) in computer science, information and Technology, software engineering, Electronics and Telecommunication, or related field with experience in system development, databases and system integration;
- Two (2) years proven experience as Full Stack software developer;
- Two (2) years proven experience in agile approach software development and systems integration implementation process;



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- Management skills and ability to meet deadlines;
- Ability to play an active role in various IT projects;
- Excellent oral and written communication skills;
- Time management
- Results oriented;
- Ability to pay attention to details.
- Being 35 years old or less



2. JOB TITLE : ACCOUNTANT
JOB LEVEL : 4.VI

NUMBER OF VACANT JOB POSITION: ONE (1)

a) Job responsibilities

The scope of work of Accountant will include but not limited to the followings:

- Perform invoice verification, supporting and kept it in secured condition;
- Preparation of payment vouchers , payment orders/checks;
- Recording accounting entries in the accounting system;
- Liaise with the banks for payment purpose;
- Performing bank reconciliation statements for various bank accounts held by the Office;
- Carrying out period end procedures;
- Liaise with Taxes Administration (RRA) for tax declaration purpose;
- Preparing monthly and annual financial statements;
- Cash flow forecasting and management;
- Implementing all the audit recommendations related to the financial statements;
- Perform all other duties and tasks as assigned by supervisors.

b) Job Requirements:

- Bachelor's degree in Finance or Accounting; (Upper Second-Class Degree or above);
- Having at least intermediate level of professional accounting qualification (CPA or ACCA) certificate;
- Having three (3) years proven working experience as accountant in public sector
- High level of integrity;



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- Being innovative and results-oriented ;
- Being a good team player;
- Excellent oral and written communication skills;
- Excellent interpersonal, particularly staff/management relations;
- Management skills and ability to meet deadlines;
- Ability to pay attention to details;
- Ability to deliver accurate results in an environment with multiple and challenging tasks;
- Being 35 years old or less;
- Being Rwandese nationality.

Interested candidates are required to submit their application letters in English language to the Office of the Auditor General of State Finances along with an updated CV, copy of relevant academic degree, copy of relevant professional accounting certificate (for accountants), proof of work experience with service certificate, a copy of national identity card, on <https://recruitment.oag.gov.rw/> not **later than Friday, 28th April 2023 at 5:00 P.m.**

Female candidates are highly encouraged to apply,

NOTES:

1. All applications must be addressed to Auditor General.
2. All documents should be in PDF format.
3. Proof that they have completed at least three (3) years of service in the same public institution (If the candidate is currently a public servant).

Done at Kigali, on 19th April 2023



Muligo Olive
Secretary General