

## **VACANCY ANNOUNCEMENT**

The Eastern Province wishes to recruit a competent and qualified candidate to fill the following position:

**Job title:** Human Resource and Budget Officer

**Location:** Eastern Province

**Deadline:** 30/06/ 2011

Job description and requirements:

### **Duties and Responsibilities**

Under the supervision of the Governor of the Eastern Province, the Human Resource and Budget Officer shall be responsible for:

#### **1. To promote human resource development;**

- To carry out training needs assessment, develop training plans and ensure execution thereof
- To identify and collaborate with relevant training institutions
- To organize training and maintain records thereof

#### **2. To manage human resources:**

- To process and follow up staff recruitment and appointment
- To arrange and participate in performance appraisal
- To maintain daily staff register and make regular report thereof
- To maintain staff records (social security, health insurance, leave, etc.)
- To prepare administrative documents required for staff promotion
- To receive and handle specific requests submitted by the staff
- To coordinate social assistance to employees

#### **3. To prepare & manage payrolls:**

- Manages all payroll information and records by directing the collection, calculation and caption of necessary data.
- Ensure that accurate data on employees is uploaded for payroll processing & payroll is prepared and submitted for approval on time.
- Generate reports supporting changes in payroll and coordinate the processing of claims;
- Responsible for processing the payroll from start to finish while making necessary payments/ deduction of statutory tax;
- Processing and administration of loan applications/repayments, pension scheme administration etc;
- Records special remuneration & allowances for consultants & regional experts
- Maintain employee records for hire, transfer & termination of permanent employees, contractors, consultants.

- Ensure compliance with national standards & policies on data privacy and record management as they relate to employee information.
- Prepare various reports by compiling summaries of earnings, taxes, deductions, leave, disability, employee count, and retirement savings.
- Determines payroll liabilities by approving the calculation of employee income and social security taxes, and employer's social security, unemployment, and workers compensation payments.
- Resolves employee questions and problems by interpreting pay and benefit policies and procedures.
- Elaborate Provincial budget for the Operating fund and Monitor its execution ;
- Carry out regular inventory management of office equipment and other immobile Assets of the Province and Supervisor their regular Maintenance;

### **Qualification, Experience and other requirements**

- Should be Rwandan by nationality;
- Degree in one of the Following disciplines: Management, public administration, Human resource management or other relevant field
- Should posses excellent communication and analytical skills;
- A good public and inter-personal relation to easily work with institutions and partners involved in the project implementation is highly required;
- Should be computer literate;
- Should be immediately available to start work as soon as possible;
- To accept to work and live in the Eastern province
- To be in charge of other duties given by the Governor and the Executive Secretary of Eastern Province

Note: The present invitation for application is equally meant for potential candidates from public and private sector.

### **Job Application Procedures**

Candidates applying for that post shall fill the application form available at the Eastern Province headquarters office Rwamagana or visit website [www.psc.gov.rw](http://www.psc.gov.rw), [www.igihe.com](http://www.igihe.com) . The application forms shall be accompanied by, photo copy of the required degree, photo copy of the Identity cards, relevant certificates to prove your experience and competence addressed to the Governor Eastern Province P.O BOX 30 Rwamagana not later than 30/06/2011. Only pre-selected candidates will be contacted for the test.

Done at Rwamagana on 16/06/2011

**MAKOMBE J.M.Vianney**  
Executive Secretary/Eastern Province