	Réseau Rwandais des Personnes Vivant avec le VIH/SIDA	Urugaga Nyarwanda rw' Ababana na Virusi itera SIDA	Rwanda Network of People Living with HIV/AIDS
B. P. 6559 KIGALI	Tel:+2500789287395	E-mail : rrp.rwanda@gmail.com	

JOB VACANCY ANNOUNCEMENT

RRP+ is a Rwandan Network of people infected and affected by HIV. Its overall goal is to contribute to national HIV response by improving quality of life of people infected and affected by HIV, through improved HIV prevention, treatment and care, and mitigation of socio-economic impact of HIV on the life of PLHIV. RRP+ advocates especially for the rights and well-being of key and priority population. RRP+ is seeking highly motivated candidates to fill current vacant post :

Employer: Rwanda Network of People Living with HIV (RRP+)

Duty Station: Kigali Head office


Contract duration: One year renewable

Source of funds: RBC/SPIU

1. Job title: Finance Manager (1 Post).

Under the direct supervision of the Director of Administration and Finance of RRP+, the Finance Manager will be responsible of the following main duties:

- Prepare and make cash and bank payments in line with Republic of Rwanda financial regulations and procedures
- Maintain and monitor the financial records and reconcile expenditures, balances, payments and other day-to-day transactions
- Prepare cash reconciliations on a monthly basis.
- Ensure that cash controls and other internal controls are in place
- Ensure all payments comply with policies and procedures
- Ensure all operations are timely settled and posted into TOMPRO or QUICK BOOKS
- Check and verify any returns and reports from partners for accuracy and completeness. Post these into the system
- Facilitate external audits by providing all required information to the auditors
- Support in Capacity building for staff in Financial management
- Assists and supports in the preparation, implementation and monitoring of budgets
- Ensure that the cash and cash equivalents and financial records are safeguarded and utilized in the intended manner.
- Maintains the finance filling system;
- Perform any other task assigned by the supervisor.

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Skills and required qualifications:

- Hold at least a bachelor's Degree (A0) in Accounting or Finance;
- Possess a professional experience of 5 years in Accounting, Finance and the financial position
- Have a working experience with Civil Society, Government, Development Partners, Projects and Programs;
- Be familiar with the financial and budgetary management softwares;
- The knowledge of TOMPRO and/or QUICKBOOKS shall constitute an advantage;
- Have strong verbal and written communication skills in Kinyarwanda, English and French;
- Computer literate with proficient knowledge of MS Word, Excel, Power Point;
- Be of proven moral integrity;
- Available immediately.

Selection of candidates:

Interested candidates are requested to submit their application letter in a sealed envelope with the following:

1. Motivation letter;
2. Detailed curriculum vitae with three names referees;
Copy of degree, certificates and other academic qualifications;
3. Copy of the National ID;
4. Copies of work certificates for previous working experience;
5. A contact telephone number and e-mail.

The application letter shall be addressed **To the Executive Secretary of RRP+** at the following address: **Remera KG 599, Plot 33 NOBISCOM HOUSE**. Not later than **Tuesday 12/08/2021 at 03:00 pm**

For more information please contact us on **Tel: +2500789287395** or **E-mail: rrp.rwanda@gmail.com**

Note: Candidates must mention on the envelope clearly the post they are applying for. Shortlisted candidates will be contacted for written test and interview. Successful candidate shall provide the following documents before effective appointment: a certified copy of original degree, two photos passport, a criminal record.

Done in Kigali, 03/08/2021


SEMAFARA Sage

Executive Secretary of RRP+

