



ADVERTISEMENT OF VACANT POSTS

Rwanda Meteorology Agency (Meteo Rwanda) is a government institution affiliated to the Ministry of Natural Resources, with mandate of providing accurate, timely weather and climate information and products for the general welfare of the people. The Agency is governed by the law No 54 bis/2011 of 14/12/2011 which establishes and determines the Mission, Organizational Structure and its functions.

Accordingly, Rwanda Meteorology Agency wants to recruit an Internal Auditor with the following job requirements:

Job title	Job description	Qualification
Internal Auditor (1)	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none">- Conduct audit exercise on HR management framework of the institution;- Develop an annual audit program for HR management (files and career of personnel);- Identify, prevent and propose correction for illegal, fraudulent or accidental acts as well as any other act contrary to the spirit ethics or code of conduct and legal texts;- Develop quantitative and qualitative evaluation performance indicators and achievement of objectives for different departments/units;- Evaluate the effectiveness of procedures and propose appropriate reviews when need arise.- Conduct audit exercise on financial management of the institution;- Develop an annual audit program for financial transactions and evaluate its implementation periodically;- Give opinions on periodical financial statements produced by financial unit- Make proposal for internal control procedures on basis of subscription operations.	<p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none">- Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ;- Financial software;- Planning Skill;- High Analytical skills;- Report writing and presentation skills.- Time management skills;- Excellent problem-solving skills and clear logical thinking;- fluent in Kinyarwanda, English and/ or French





	<p>tariff procedures and management procedures (expenditure and revenues);</p> <ul style="list-style-type: none">-Supervise budget implementation in progress and a posteriori;-Check the implementation and compliance with procedures of budgetary control by units;-Audit on Assets of the institution;-Check the safety level of keeping institution assets; Suggest indicators capable to trigger physical controls at the level of agencies and offices;-Carry out physical checks of institution assets;-Control how material resources allocated to different units have been used	
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APPLICATION PROCEDURE

Interested individuals must submit to the Director General of Meteo Rwanda, a copy of relevant degrees, copy of the National ID card, and well completed application form obtained from the website of the Public Service Commission.

Application and accompanying documents must be submitted in hard copy at the METEO RWANDA' secretariat not later than Friday 17th March 2017 at 3:00PM.

Only selected candidates will be invited for the next steps in the recruitment process.

Done at Kigali, on.....

John NTAGANDA SEMAFARA

Director General

