


Makera Cell, Cyeza Sector,
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www.rdis.org.rw
office@rdis.org.rw

Have you ever come across to a non-governmental organization growing significantly and serves professionally? Working with RDIS at any level is a great opportunity you would wish to.

WE ARE LOOKING FOR A FULL-TIME:

I. Accountant (female)

Attributions:

1. Preparing budgets and financial statements
2. Handling of bank matters
3. Recording of accounting transactions
4. Paying invoices
5. Monitoring of transactions within the RDIS Field Zones
6. Preparing of staff payroll
7. Filing and paying PAYE, RSSB and other statutory liabilities
8. Filing of accounting documents
9. Organizing the office layout and maintaining supplies of stationery and equipment
10. Recording office expenditure and managing the budget
11. Maintaining of fixed assets book records
12. Receiving and issuing of stock items, arranging of stock in the stores and maintaining stock registers.

Requirements:

- a. Rwandan not exceeding 45 years of age
- b. Accounting degree (at least bachelor) issued by an Eligible University or College
- c. Mastery of an accounting software. The mastery of more than one software and their different versions would be an added value
- d. Recommended either by the Church Leaders of founding members of RDIS, preferably Nyaruguru or Cyangugu Dioceses.
- e. Very good command of English
- f. Proven professional accounting experience, honesty and transparency



II. Project Coordinator of Environmental Conservation in western province of Rwanda (male or female)

Attributions:

- a. Monitoring the daily progress of tree nursery beds by bed managers
- b. Preparation and submission of monthly, quarterly, half-yearly and annual reports to the Project Manager
- c. Providing detailed updates to project managers or to other stakeholders
- d. Ensuring tree nursery bed managers have the supplies and resources they need to complete their assigned tasks on time and within their budget limits
- e. Organizational skills: Abilities to prioritize, delegate, and monitor the progress and performance of the project activities and deliverables
- f. Identify, analyze, and resolve problems in a timely and effective manner
- g. Planning meetings and organizing project logistics
- h. Communicate the project vision, goals, and expectations, assign roles and responsibilities, and provide guidance and support
- i. Performing billing and bookkeeping tasks, both, hard and e-bookkeeping

Requirements:

- ✓ Rwandan not exceeding 45 years of age
- ✓ Environmentalist or soil management academic degree (at least bachelor)
- ✓ Proven professional experience in the field of environment and/or soil management
- ✓ Excellent verbal and written communication skills in Kinyarwanda and English
- ✓ Managing the daily activities and needs of the whole project
- ✓ Computers and data entry proven skills
- ✓ Driving license, category A
- ✓ Recommendation letter either by the Church Leaders of founding members of RDIS or by the Legal Representatives of RDIS.
- ✓ Ready to live in either Rusizi or Nyamasheke District

We offer

- An induction time the main purpose of an induction is to integrate your new hires into the company and show them the systems, procedures, culture, values and the RDIS itself
- A friendly working environment and possibility to learn more and enhance your career
- Salary wage according to RDIS salary determination policy which qualifies to be averaged according to the Rwandan Context.



PROCESS:

Submission: Application letter and CV via email: office@rdis.org.rw by 20th December 2023

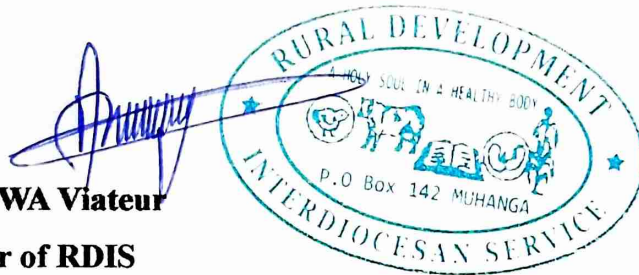
Selection of Applicants: 21st December 2023, selected candidates will be informed the same day of selection via their email addresses which should be indicated in their application letters.

Examen (written and interview): Selected candidates shall seat for exam on 22nd December 2023, from 9:00 am to 4:00pm, and, results shall be communicated to them before they departure from the Exam site (RDIS Head Office located in Muhanga Town, Nyamabuye Sector, Gahogo Cell, Kavumu Village).

N.B: The winner in the two positions should be ready to start their work from the 8th January 2024

For further information about this call for applications, please contact Mr. NSABIMANA Jean Chrysostome, Deputy Executive Director of RDIS via either email: jnsabimana@rdis.org.rw or via the phone number: +250788475271.

Done on 7th December 2023



Pastor NTARINDWA Viateur
Executive Director of RDIS

Mission Statement: "To safeguard environment, increase the production aiming at sustainable and holistic development."