



Makera Cell, Cyeza Sector,
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JOB ANNOUNCEMENT

The Rural Development Inter-diocesan Service (RDIS) with registration No. 13/RGB/NGO/2015 is a non-governmental organization owned by Anglican Dioceses of Butare, Cyangugu, Kigeme, Nyaruguru and Shyogwe for promoting sustainable and holistic development. This organization is meant to bring about social and economic development through mobilizing local community. Our Head Offices are located in Muhanga district with Zone offices in Muhanga, Nyamagabe, Huye and Rusizi Districts. Our mission is “To safeguard environment, increase the production aiming at sustainable and holistic development”.

We are looking for a full-time **CASHIER (Female) in RDIS Rusizi Zone** which office is located in Ntwali Village, Kacyangugu Cell, Kamembe Sector, Rusizi District, in Western Province of Rwanda.

Attributions:

- Preparing projects fund requests and managing projects budget lines
- Handling of bank and cash matters
- Receiving and paying invoices
- Filing of accounting documents
- Recording of accounting transactions
- Monitoring of accounting transactions
- Maintaining of fixed assets book records
- Organizing the office layout and maintaining supplies of stationery and equipment
- Receiving and issuing of stock items, arranging of stock in the stores and maintaining stock registers
- Receiving and directing office guests
- Reporting

Requirements:

- Rwandan, female not exceeding 35 years of age
- A Bachelor Degree in Accounting or a Secondary School Certificate in Accounting with an experience of two years. An equivalence is compulsory if studied outside Rwanda

- Having a computer literacy, preferably mastery of MS Excel
- A Christian recommended by her Church Leader
- Good command of English
- Ready to start employment and live in Rusizi District.

We offer:

- An induction time the main purpose of an induction is to integrate you in RDIS Organisation
- A friendly working environment and possibility to learn more and enhance employee 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 **01st May 2024**
- **Selection of Applicants:** 02nd May 2024. Selected candidates will be informed the same day of selection via their email addresses or telephone numbers indicated in their application letters.
- **Examen (written and interview):** Selected candidates shall seat for exam on 03rd May 2024, 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, Nyamabuye Sector, Gahogo Cell, Kavumu Village).

N.B: The winner should be ready to start the work from the 06th May 2024.

For further information, please contact Mr NSABIMANA Jean Chrysostome, Deputy Executive Director of RDIS via either email: jnsabimana@rdis.org.rw or phone number: 0788475271.

Done on 18th April 2024



Pastor NTARINDWA Viateur
Executive Director of RDIS

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