



## Job Opportunity

Ruhengeri Institute of Higher Education (INES-Ruhengeri) is calling for applications to the position of Human Resources Officer.

➤ **Duties and Responsibilities:**

The incumbent will perform the following duties:

1. Ensure the proper management of staff files and related dossiers;
2. Ensure the timely remuneration of staff;
3. Ensure timely clearance vis-à-vis the concerned institutions (RSSB, RRA, etc);
4. Implement the capacity building policy of the institution;
5. Plan and organize the annual leaves for staff;
6. Provides advice and support to staff and managers on human resources related matters.
7. Monitoring staff performance and attendance;
8. Prepare all activities related to the recruitment of staff;
9. To prepare appointment letters for newly recruited staff;
10. To plan and execute all activities related to annual and circumstantial leaves;
11. To ensure the management and development of Human Resources at INES-Ruhengeri,
12. Participate to the preparation and execution of administrative activities of the whole year.
13. To ensure the follow up and assessment of performance contract of staff;
14. Assume any duties requested by Administration of the INES relating to his/her function.

➤ **Requirements:**

1. Bachelor's Degree in Human Resources Management; Management; Administration;
2. At least Upper Second Class (*Distinction*) is a must;
3. Minimum of at least 2 years of relevant experience in a recognized organization with proof of experience;
4. Excellent knowledge of Kinyarwanda, English and French;
5. Knowledge of human resources policies, procedures and labour law and ability to apply them in an organizational setting in Rwandan context;
6. Mastering the ICT technologies;
7. Having a professional qualification in HR management is an added advantage.

➤ **How to apply**

Detailed curriculum vitae, copy of degrees, a copy of national identity card or passport, certificates and any other useful documents with an application letter addressed to the Vice-Chancellor of INES-Ruhengeri should be submitted electronically via [inesruhengeri@yahoo.fr](mailto:inesruhengeri@yahoo.fr) or physically via the general secretariat of INES-Ruhengeri not later than **14<sup>th</sup> August 2019 at 5:00 PM.**

Only shortlisted candidates will be notified via [www.ines.ac.rw](http://www.ines.ac.rw).

Done at Musanze on 01<sup>st</sup> August 2019

Fr Dr Fabien HAGENIMANA  
Vice-Chancellor

