

THE REPUBLIC OF RWANDA



MINISTRY OF LOCAL GOVERNMENT  
P. BOX: 3445 KIGALI  
TEL: 583595/FAX: 582227  
Website: [www.minaloc.gov.rw](http://www.minaloc.gov.rw)

## VACANCY ANNOUNCEMENT

The Ministry of Local Government (MINALOC) wishes to recruit an employee to the below position:

Job Position	Job Attributions	Qualifications	N° Required
<b>Internal Auditor</b>	<p>To be in charge of the whole system of control established by the Government :</p> <ul style="list-style-type: none"><li>• Run the business of the Ministry in an ordinary manner,</li><li>• Safe guard the assets of the Ministry</li><li>• Maintain records of financial matters and liability of records for appropriate decision making</li></ul> <p>Ensure controls regarding:</p> <ul style="list-style-type: none"><li>• Plans and programs as well as its organisational structure</li><li>• Conduct physical and personnel controls (procedures concerning human resources management, assets controls.....)</li><li>• Conduct accounting control ( verify the regular updating of the</li></ul>	A0 Public Finance, Accounting, with Accounting Professional Skills	1

	<p>accountancy books at different level of the administration; verify the regular updating of the accountancy books ; verify the compliance, the legality and accuracy of all debts documents; verify that the account operations correspond to assets movement and are cross checked at reasonable intervals, and that theses assets exist</p> <ul style="list-style-type: none"> <li>• Verify the supervisory and control managerial control to ensure the decisions making are properly done</li> </ul> <p>Ensure a proper internal audit :</p> <ul style="list-style-type: none"> <li>• Conduct a independent and continuous appraisal of activities to ensure that all others controls are operating accordingly to practices as described by Govs</li> <li>• Propose useful amendments to improve the procedures, supports, and rules related to a priori and a posterior budgetary controls and of financial and accountancy operations</li> </ul> <p>To make follow-up on the implementation of the Auditor General’s recommendations:</p> <ul style="list-style-type: none"> <li>• To analyze reports of the Auditor General of State Finances concerning the Ministry;</li> <li>• To ensure implementation of recommendations of the Auditor General of State Finances directed to the Ministry and provide advice thereupon</li> </ul> <p style="padding-left: 40px;">Carryout research relevant to his/her attributions to ensure standardized and effective performance</p>		
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All interested Applicants should find the application form on the Ministry of Local Government (MINALOC) website or at its reception not late than **17<sup>th</sup> June 2011** which will be the deadline of submitting the Application form at 12:00 am sharp. Written tests and interviews will be held later to the selected candidates.

**NB:** The Application form should be together with a non notified degree required and a photocopy of a National Identity card.

Done at Kigali, on 13/06../2011

**TURATSINZE Cyrille**  
**Permanent Secretary**  
**Ministry of Local Government**