



Our Ref : 27/HR/DCG/2017  
Your Ref : .....

Date : 13/02/2017

**JOB VACANCIES**

Rwanda Revenue Authority is seeking to recruit self-motivated, qualified persons to fill the following posts:

**BACK OFFICE MONITORING OFFICERS (8 POSITIONS)**

**The post is on Grade: 4**

Under the Supervision of the Back Office Monitoring Team Leader, the Back Office Monitoring Officer is responsible for the back office monitoring activities of the sector he/she is monitoring. He/she is therefore responsible of:

1. Daily and weekly planning of back office monitoring activities;
2. Investigation of reported sales through EBM and report on trends on some aspects (cancelled invoices, exempted sales.
3. Highlighting non compliant EBM users and suggesting actions such as education, audit, investigations, field monitoring;
4. Based on risks and tax potentiality, suggesting taxpayers to be distributed to some selected RRA staff for monitoring purposes;
5. Monitoring selected taxpayers and produce a report over a given period depending of nature of risks assessed;
6. Suggest appropriate mechanisms of effective monitoring of the taxpayer compliance such as the usage of software;
7. Crosschecking of EMB reported data with other data in RRA systems such as SIGTAS, ESW, Data Warehouse;
8. Produce and submit weekly, monthly, quarterly and annual reports to the Back office monitoring manager ;
9. Perform any other tasks assigned by the Back Office Monitoring Team Leader.

**Qualifications, Skills and Competencies**

The candidate must have the following Qualifications, skills and competencies:


- ✓ Bachelor's Degree in Business Information and Technology, Business Information Systems and related fields;
- ✓ Three years in relevant technical, administrative and data analysis work;

- ✓ Excellent knowledge of Kinyarwanda, French and/or English both written and verbal and Very good knowledge of report writing;
- ✓ Excellent knowledge of Microsoft word, windows, and excel. Good knowledge of the internet and email;
- ✓ Excellent inter personnel skills in order to relate to colleagues, staff, superiors, and members of the public;
- ✓ Excellent knowledge of how to analyze, collates, and evaluates information to turn it into intelligence.
- ✓ Excellent leadership skills and the ability to evaluate work produced by subordinates.
- ✓ Excellent management skills and experience in dealing with staff at various levels.
- ✓ Excellent knowledge of how to keep accurate records and how to maintain them for Project use
- ✓ Ability to meet work schedules and deadlines.

### HOW TO APPLY

- Candidates should download job application form from RRA website [www.rra.gov.rw](http://www.rra.gov.rw) and fulfill it:
- Candidates should address their applications to the **Commissioner General**; **attach an application letter, a well filled RRA Job application form, Curriculum vitae, a copy of National Identity Card, copy of Degree and all Academic transcripts as per required qualifications and deposit them in Human Resource Department on 5<sup>th</sup> floor, not later than 20/02/2017 at 5:00 pm.**
- **The candidates whose application files are not properly fulfilled shall not be considered.**

Done at Kigali on 08/02/2017

  
**BIZIMANA RUGANINTWALI Pascal**  
 Deputy Commissioner General and  
 Commissioner for Corporate Services

