



Our Ref : 30/069/HR/17

Date :

Your Ref :

JOB VACACY

SENIOR IT PROJECT MANAGEMENT AND BUDGETING

The Post is on Grade 7 (1 Position)

Under the supervision of the Head of IT Strategic and Risk Management, the Senior IT project management and budgeting manager will be responsible of managing the projects involving the IT department, ensuring the quality of IT systems and will as well be responsible of IT budgeting.

Responsibilities:

- Guiding and performing strategic analysis for the project, develop project plans, goals, and budgets; identifying resources needed;
- Assembling and coordinating project team members; assigning individual responsibilities.
- Monitoring & Evaluation of the projects objectives;
- Reporting on the projects implementation progress;
- Quality assurance of new and existing IT systems;
- Planning and overseeing the preparation and dissemination of project communications;
- Prepare the department's annual budget and follow up its execution.

Qualifications, skills and competencies;

- ✓ Bachelor's degree (Ao) in Business Information Management, Information Technology Management or any other related field;
- ✓ Proven 3 years' experience with minimum 2 years in IT Project Management, quality assurance or IT audit fields;
- ✓ Outstanding documentation and report writing skills;
- ✓ Excellent organizational, time and self-development skills;
- ✓ Ability to manage multiple projects simultaneously with strong attention to detail, good communication skills and team spirit.

HOW TO APPLY:

- Candidates should download job application form RRA website 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 5th floor, not later than 24th /03/2017 at 5:00 pm.**
- **The candidates whose application files are not properly fulfilled shall not be considered.**

Done on 20/03/2017

BIZIMANA RUGANINTWALI Pascal
Deputy Commissioner General &
Commissioner for Corporate Services.

