



Our Ref : 28/DCS/HE/17  
Your Ref : .....

Date : .....

**JOB VACANCY**

Rwanda Revenue Authority is seeking to recruit self-motivated, qualified person to fill the post of:

**TAX INTELLIGENCE OFFICER**

**The Post is on Grade 5**

Under the supervision of the Principal Business Intelligence Officer, the Senior Intelligence Officer acquires, develops and disseminates specific fraud related intelligences relating to tax evasion and avoidance to various RRA users.

**Responsibilities**

- Acquires, develops and disseminates specific fraud-related intelligence;
- Acquires, develops and disseminates strategic intelligence on methods of fraud and evasion intelligence;
- Reviews high risk areas in order to establish levels of compliance\
- To investigate Projects in high risk areas;
- To identify and investigate intelligence cases of tax evasion;
- To ensure that all documentation and evidence is gathered professionally;
- To ensure that all information is documented on the intelligence Database;
- To build a network of agents and informants;
- To maintain records of trends of smuggling and tax evasion;
- To complete reports on intelligence issues;
- Assisting in investigation of Staff corruption;
- To detect and investigate staff corruption;

**Qualifications, skills and competencies:**

- ✓ Bachelor's degree in Law, Economics, Finance, Accounting or Management with specialization in Finance/Accounting.
- ✓ At least 3 years working experience in relevant technical and administration.
- ✓ Communication: Very good knowledge of Kinyarwanda, French and/or English, both written and verbal;
- ✓ Good knowledge of report writing;
- ✓ Computer skills: Very good knowledge of Microsoft word, windows, and excel, Knowledge of the internet and email;
- ✓ Inter Personnel ; Very good inter personnel skills in order to relate to colleagues, staff, superiors, informants, and members of the public;

*(Handwritten signature)*

- ✓ Intelligence: Very good knowledge of how to analyze, collate, and evaluate information to turn it into intelligence;
- ✓ Investigation: Very good knowledge of how to carry out investigation operations and how to gather evidence effectively;
- ✓ Management: Good management skills and experience in dealing with staff at various levels;
- ✓ Numeric: Very good knowledge of mathematical calculations;
- ✓ Procedures: Very good knowledge of all departmental procedures, including specific procedures within the Surveillance Department;
- ✓ Records: Very good knowledge of how to keep accurate records and how to maintain them for departmental use;
- ✓ Work under pressure: Great experience and very good knowledge of how to work to time schedules, deadlines and end of year requirements.

### **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 as per required qualification and deposit them in Human Resource Department on 5<sup>th</sup> floor, not later than 06<sup>th</sup>/03/2017 at 5:00 pm.**
- **The candidates whose application files are not properly fulfilled shall not be considered.**

Done at Kigali on 28/02/2017

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

