

REPUBLIC OF RWANDA



**MINISTRY OF FINANCE AND ECONOMIC PLANNING**

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**JOB ADVERTISEMENT**

The Ministry of Finance and Economic Planning inspires to become competent and efficient Ministry that generates sound and visionary economic policies that promotes best practices in strategic planning, financial accountability, resources allocation and Aid coordination among others. Also MINECOFIN is mandated to coordinate and promote the management of public finances and economic governance. To fulfill the above, MINECOFIN has put in place an appropriate organizational structure that aims at strengthening the institutional capacity in order to deliver to its mandate.

From the above background, the Ministry of Finance and Economic Planning wishes to recruit capable Rwandan to occupy the following position:

**Post: Administrative Assistant to the Minister of Finance and Economic Planning (1 Vacant**

**Position)**

**Key Duties and Responsibilities**

Reporting to the Minister of Finance and Economic Planning, the Administrative Assistant will be responsible for:

- Support on administrative issues;
- Receive and select urgent documents before submission to the Minister;
- Record and file all soft and hard copies of documents;
- Organize and update the Minister's diary;
- Coordinate logistics for all the Minister's travels;
- Liaise with the Advisor in preparation of all meetings;
- Prepare and handle all official correspondences with other staff;
- Responsible for the hospitality of all the Minister's guests;
- Handle all filing of dossiers and documents;
- Handle incoming calls;
- Record files and documents returned by the Minister or the Advisor

**Key Technical Skills & Knowledge required:**

- Office Management Skills;
- Excellent Communication, Organizational, Interpersonal Skills;

- Computer knowledge (Work Processing, Power Point and Internet)
- Analytical and problem solving skills;
- Time management skills;
- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage

### **Qualification & Experience required**

A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law

### **Deadline for Application**

Candidates applying for the above positions shall fill the application forms available at [www.minecofin.gov.rw](http://www.minecofin.gov.rw) or [www.psc.gov.rw](http://www.psc.gov.rw). The filled application forms will be accompanied by a detailed CV, a photocopy of the required degree and a copy of the Identity Card will be submitted to Central Secretariat on the 4<sup>th</sup> Floor/MINECOFIN Building.

Only short listed candidates will be contacted.

The deadline for application will be on 31<sup>st</sup> March 2017 at 04:00 pm.

Marie Ange H. **INGABIRE**  
Director General of Corporate Services

