



Kigali, 28th September 2017

JOB VACANCY

Background

The University of Tourism, Technology and Business Studies (UTB), is a private Institution of Higher Learning providing programmes in line with the requirements of the Rwandan Framework for Higher Education and Associated code of practice.

Its vision is to become a centre of Excellence in the region for the quality of academic programmes and to be a solution provider for the training of professionals in the area of Hospitality, Tourism, Business and Information Technology.

It is in this line that, UTB seeks to recruit the following candidates:

1. INTERNAL AUDITOR

Responsibilities :

1. Reviewing compliance and ensuring the university is adhering to rules, codes or practice, ethics, internal guidelines and principles
2. Develop and maintain effective and professional working relationship with all levels of staff within the organization including senior management and audit committee of the Board.
3. Conducting audit in a professional way in accordance with internal standard. Identify gaps and recommend internal best practices.
4. Work with the management to ensure an internal control is in place at all levels, and ensures that all major risks of the institution are identified and analyzed on a monthly basis
5. Assess the applicability of the IASS as recommended by IFRS and to review the records for accuracy and conformance to standards
6. Review and report on the accuracy, timelines and relevance of the financial and other information that is provided for management

RTUC BANK ACCOUNTS

COGEBANK: 130-10-24908-89(FRW), 130-01-24908 (USD) SWIFT CODE: CGBKRWBW, BK: 0291764-31(FRW)/ 040-0291765-32 (USD), ECOBANK: 00100138008901-01, BRD: 2000062760132(FRW)

7. To make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation
8. To conduct any review or tasks requested by external auditors or management
9. To prepare draft report of audit work performed, findings and recommendations to management for corrective action and work with external auditors
10. Assist in the development and preparation of annual internal audit plan

Qualifications

- Bachelor's degree in Finance, Accounting, Management
- To have ACCA or CPA diploma is an added advantage
- Minimum of 5 years of work experience as an Internal Auditor or an Accountant

Desired skills and qualities

- Demonstrated proficiency using MSWord, Excel, Power Point and Sage Pastel or any other accounting software.
- Excellent interpersonal and communications skills both written and verbal (English and French)
- Self motivated and high customer care oriented
- High integrity with strong ethics and values and honesty
- Good understanding of accounting principles and financial statement
- Good understanding of the university's risk and control requirement
- Strong analytical skills
- Highly innovative and creative skills
- Rwandan by nationality

2. ACCOUNTANT

Job description

- a) Ensure accurate and timely reconciliation of banking transactions for all the bank accounts maintained by UTB in different financial institutions;
- b) Analytically identify old and irrecoverable amounts on bank reconciliation and advise how best to resolve them;
- c) Provide weekly report of bank reconciliations for review by Management;
- d) Verify the reliability and accuracy of bank balances in the general ledger and trial balance;
- e) In collaboration with other data entry staff, improve the internal control environment on Bank accounts and transactions.
- f) Working closely with Internal Auditor, ensure that adequate internal controls are maintained in the UTB bank accounts and banking transactions;
- g) Analysis and Reconciliation of General Ledger payables and transfer Accounts related to bank under reconciliation.

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Qualification

- Bachelor in Accounting, in Finance, management or any other related field.
- Having CPA or ACCA is an added value.
- Having at least five years experience in the field.
- Having skills in using Sage pastel or any other accounting software.

3. ASSISTANT REGISTRAR

- Receiving student's claims & complains pertaining to CAT and Exam marks and communicating outcomes to students
- Working with the Director of Registration and Examinations in relation to the statistics of the students and compiling a report on the numbers of students each month.
- Arrangement of students' academic files in a harmonious order
- Assisting the Registration Office in receiving new students or other customers by giving them information about registration
- Liaising with ICT to distribute ready student IDs
- Preparing lists of students who will sit for special exams and catch up cats, repeat etc
- Perform any other duty assigned by the management

Qualification:

- Bachelor's degree in Information Technology, Hospitality management, Business administration and Management

4. ACADEMIC SECRETARY

Responsibilities :

1. Registration of students for industrial attachment and exposure programs;
2. Giving information, instruction and direction to students and staff regarding industrial attachment;
3. Assisting students with processing industrial attachment documents;
4. Receiving, recording and filing documents and any information received at the CAC;
5. Managing industrial attachment database;
6. Making follow up contacts with student trainees;
7. Records and filing of students in respective department
8. Receiving and handling students claims, inquiries and directing students and other visitors with regard to academic departments

RTUC BANK ACCOUNTS: 

9. Preparation and organisation of the defense
10. Serving as the secretary of academic committee
11. Prepare and Consolidate the Time tables
12. Maintain office equipment and inventory records;
13. Prepare the minutes of the meetings in the department/faculty ;
14. Perform any other duty requested by the management

Qualification:

Bachelor's degree in Information Technology, Business administration and Management

5. Administrative Assistant in Career Advisory Centre

1. Assisting students in securing Industrial Attachment
2. Visiting students attached in different institutions
3. Report on the student progress on attachment in line with the criteria set by the relevant department.
4. Coordinating Industrial Attachment seminars for the students
5. Create a rapport with the industry stakeholders for attachment opportunities
6. Coordinating, monitoring student's industrial attachment
7. Provide each student with introductory package which includes a copy of Industrial Attachment handbook to the industry, industry evaluations forms and any relevant documents
8. Preparation of documents used at CAC operations such as: Industrial attachment documents, Periodic reports and Industrial attachment supervision and budget
9. Produce periodically report on industrial attachment

Qualifications

Bachelors in Psychology Management, Hospitality management, Business studies and Information Technology

Desired skills and qualities for all candidates

- Demonstrated proficiency using MSWord, Excel
- Excellent interpersonal and communications skills both written and verbal (English and French)
- Self motivated and high customer care oriented
- High integrity and honest
- Highly innovative and creative skills
- Rwandan by nationality

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Documents required to apply:

Interested candidates should submit their application files including the following documents at the reception of UTB main campus located at Sonatube Inind house, not later than **October 20th 2017 at 5 pm.**

- Application letter addressed to the Vice Chancellor of UTB
- A detailed curriculum vitae with three referees
- Photocopy of degrees obtained
- Other testimonials
- Photocopy of National Identity Card
- Females are encouraged to apply

Only shortlisted candidates will be contacted for the written test and interview.

With regards,

Callixte KABERA
Vice Chancellor



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