

# REPUBLIC OF RWANDA



## OFFICE OF THE AUDITOR GENERAL OF STATE FINANCES

### CAREER OPPORTUNITIES AT OFFICE OF THE AUDITOR GENERAL OF STATE FINANCES (OAG)

#### Background

Office of the Auditor General was established in 1998: The Office is mandated by the Constitution of the Republic of Rwanda of 2003 revised in 2015 as the Supreme Audit Institution of Rwanda responsible for the following:

- Auditing and reporting on accounts of all public entities, local administrative entities, public enterprises, parastatal organizations and projects;
- Conducting financial and performance audits (economy, efficiency and effectiveness) in respect of expenditure in all institutions referred to above;
- Conducting accountability, management and strategic audits of accounts in the institutions mentioned above.

OAG's mission is to promote accountability, transparency and best practices in Government operations as a means of good governance.

OAG aims to recruit young self-motivated Rwandan Nationals graduating in Accounting, and other fields when necessary, from recognized universities in Rwanda and outside the country. OAG offers those recruited, great opportunities for career growth, training and above all, an opportunity to serve the Country in promoting accountability, transparency and best practice in Government operations as a means to good governance.

To fulfill its mandate, Office of the Auditor General of State Finances wishes to recruit competent and skilled staff for following positions:

  
P.O. Box 1020 Kigali  
Tel : +250 7881898 00/+250 7881898 03  
E-mail: [oag@oag.gov.rw](mailto:oag@oag.gov.rw)  
[www.oag.gov.rw](http://www.oag.gov.rw)



Kimihurura  
KG 4 ST 8  
OAG.RRA.NEC Administrative Complex

## **I. FINANCE AUDITORS**

### **Job responsibilities**

**The scope of work of the Assistant Auditor will include but not limited to the following:**

- Ensures completion of allocated work within the budgeted time according to the required OAG quality standards (OAG audit manual & other applicable guidelines)
- Seeks clarification on instructions given and informs the Team Leader/Director of progress against agreed deadlines and output
- Ensures proper documentation, filing and referencing of work done in accordance with the audit manual and other guidelines
- Properly concludes on work done, prepares and submits to the Team Leader clear, concise and properly supported audit queries for exceptions identified and ensures that all review notes are addressed.

### **Requirements:**

- Bachelor's degree in Accounting (Upper Second Class Degree and above); or Intermediate level of Accounting professional qualification (CPA or ACCA);
- No experience required;
- Have High level of integrity;
- Be Innovative and results oriented person
- Ability to work as part of a team;
- Excellent oral and written communication skills;
- Excellent interpersonal, particularly staff/management relations;
- Ability to deliver accurate results in a timely manner and in an environment with multiple and challenging tasks.
- To be aged 27 or below.

## **II. ICT AUDITORS**

### **Job responsibilities**

To meet the increasing development in Information and Communication Technologies in Rwanda. OAG Management wishes to recruit two Rwandan assistant auditors with IT skills.



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**The scope of work of the ICT Auditor will include but not limited to the following:**

- Carry out audit tests and procedures under supervision of team leader
- Assist in the development of the audit plan for the team, conducts a particular phase or section of the audit,
- Assist in writing audit reports,
- Analyze, organize and synthesize information into logical audit findings and recommendations,
- Perform all other duties assigned by the OAG.

**Requirements:**

- Bachelor's degree in Information Technology, Computer Science, business and information technology, business and information management.
- experience with databases or other analysis software is an added value,
- proficiency in Microsoft office suite and related applications,
- effectively present ideas both orally and in writing,
- fluency in English is desirable,
- Speaking French and Kinyarwanda is an added value.
- To be aged 27 or below.

### **III. IT Officer in charge of Information Security**

#### **Job Responsibilities**

**The scope of work of the IT Officer in charge of Information Security will include but not limited to the following:**

- To protect OAG Information and its Infrastructure from external and Internal treats;
- Assure that OAG complies with statutory and regulatory requirements regarding Information access, security and privacy;
- Development of OAG information security policies, standards and procedures
- Develop and Implement and incident reporting and response system to address OAG security incidents (breaches), respond to alleged policy violations, or complaints from external parties
- Design, support OAG security systems, X-Ray luggage scanners, Walkthrough, Camera surveillance, etc



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## Requirements:

- Minimum proven experience of 2 years in a similar role;
- Rwandese nationality;
- Bachelor Degree (A0) in Computer science, Computer engineering, Information technology or the equivalent from a recognized University (this should be purely technical oriented, not business and so forth);
- Knowledge in Information security. The candidate should possess Security+. CISSP is an advantage.
- A proven ability to work on his/her own initiative is critical and also as part of a team providing IT support to a varied user base;
- To be aged 27 or below.

Interested candidates are required to submit their applications along with the relevant academic transcripts and copy of National Identity Card, **in hard copy**, addressed to the Auditor General, Office the Auditor General (OAG-RRA-NEC Complex), P.O Box 1020 Kigali- Rwanda: Not later than 12th September 2019 at 5:00 P.m.

**Kigali, on 05<sup>th</sup> September 2019**



**MULIGO Olive**  
**Secretary General**