



NATIONAL COMMISSION OF
SCIENCE AND TECHNOLOGY
P.O BOX 2285 KIGALI

JOB VACANCY ANNOUNCEMENT

In the framework to strengthening its Human Resource Capacity, the National Commission of Science and Technology (NCST) is recruiting highly qualified and motivated candidate to fill the following open position:

Job title	Responsibilities/Attributions	Specific requirements for the post
<p>Accountant (1 position)</p>	<p>Major responsibilities:</p> <ul style="list-style-type: none"> • Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards; • Compute taxes owed, ensuring compliance with payment, reporting and other tax requirements; • Report to management regarding the finances of the establishment; • Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs; • Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology; • Survey operations to ascertain accounting needs and to recommend, 	<p>A0 in Accounting, Finance, Management specializing in Finance, Accounting or Professional Qualifications CPA, ACCA.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <p>Knowledge of cost analysis technics;</p> <ul style="list-style-type: none"> - Planning and Organizational skills; - Communication skills; - IT skills, particularly in Financial software (SMART IFMIS) - Judgment and Decision Making skills; - Knowledge to analyse complex financial information and produce reports;

	<p>develop, and maintain solutions to business and financial problems;</p> <ul style="list-style-type: none"> • Establish, maintain, and coordinate the implementation of accounting and accounting control procedures; • Monitor and review accounting and related system reports for accuracy and completeness. • Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents; • Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control; • Explain billing invoices and accounting policies to staff, vendors and clients; • Resolve accounting discrepancies; • Supervise the input and handling of financial data and reports for the office; • Interact with internal and external auditors in completing audits; • Work on other duties relevant to the position as may be assigned by NCST's Director General 	<ul style="list-style-type: none"> - Ability to analyze, understand and discuss new program designs - Deep understanding of financial accounts ; - Complex Problem Solving; -Time management skills; - Teamworking skills; -Flexibility skills; - Interpersonal skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.
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The interested candidates are invited to fill in an application form found on our website www.ncst.gov.rw or on Public Service Commission's website and accompany it **with a non-certified copy of his/her degree(s), a detailed curriculum vitae, a copy of Identity Card, and one passport photography.**

These documents should be submitted at the reception in the Office of the National Commission of Science and Technology not later than **9/11/2016 at 5:00 p.m.**

Dr. Ignace GATARE
DIRECTOR GENERAL

