

WORKFORCE DEVELOPMENT AUTHORITY – WDA



Empowering people with employable skills and entrepreneurship capacity

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E-mail: info@wda.gov.rw
Website: www.wda.gov.rw

VACANCIES ANNOUNCEMENT (Re – Advertised)

Background

The Workforce Development Authority (WDA) is a legally established Government Institution under law Number 03/2009 of 27/03/2009 as amended by law N°39/2011 of 13/09/2011 with a mandate of; promoting, facilitating, and guiding the development and upgrading of skills and competencies of the national workforce in order to enhance competitiveness and employability. This will be done through strong and dynamic TVET system

It is in this regard that WDA seeks to recruit competent personnel to fill the vacant posts that exist in its organizational structure.

Job Title : Chief Accountant (One Position).

Required qualifications

An honors degree in commerce or BBA with Accounting from a recognized university, bachelor's degree in Accounting or Finance.

Professional qualifications such as ACCA, CPA are desirable

Must be computer literate

Pastel accounting package is an added advantage

Work experience of at least 3-5 years in accounting field in a busy working environment

Key Duties and responsibilities

1. Compile and analyze financial statements on a timely basis
2. Directly head the process of preparing the budgets and ensuring compliance with budget control processes

3. Assist the finance and administration manager and where appropriate actively participate in the formulation and implementation of financial management policies and procedures to ensure adequate controls
4. Monitor primary implementation of internal controls to ensure adequate risk management
5. Deal with the tax authorities and other regulatory bodies on matters of statutory compliance including advice to management on tax related issues
6. Respond to all audit queries Ensuring that all financial transactions are processed with appropriate documentation and approvals
7. Review accountabilities for operational advances and recommend action to the Director of Finance
8. Annually review accounting systems in use
9. Preparation of monthly, quarterly and annually financial statements in compliance with public accounting standards and guidelines

Interested candidates should submit hard copies of; the filled PSC application form together with Curriculum Vitae (CV) detailing their academic qualifications and professional experience in the above mentioned areas, testimonials to prove their experience, photocopies of their academic certificates, transcripts and National Identity card to the **Director General of WDA** or send e-mail to; recruitment@wda.gov.rw Note that failure to attach any of the above mentioned documents may lead to disqualification.

Interested candidates should submit their application to WDA Offices in Remera not later than **29/6/2016** at 5.00 P.M.

More information may be obtained on the following website: www.wda.gov.rw, or call on Tel: (+250) 0255113365 from 07:00 am to 5:00 pm on from Monday to Thursday and from 7:00am to 2:00 pm on Friday.

Done at Kigali on 21/6/ 2016

Anne ABAKUNZI
DDG – Corporate Services