



# - HG Ltd

University of Rwanda-Holdings Group Ltd

## VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT, MAY 2024

University of Rwanda Holdings Group Limited (UR - HG Ltd) is a limited company fully owned by University of Rwanda. (UR). Its business activities aim to optimize UR assets for the benefits of University of Rwanda.

UR HG Ltd would like to recruit the motivated and experienced staff able to work in its branches both in Kigali city and/or in provinces, for more details visit UR HG Ltd and UR website respectively:  
<https://holdingsgroup.ur.ac.rw/> and [www.ur.ac.rw](http://www.ur.ac.rw)

Position & Grade	Job summary	Key basic requirements	Number
Chair side assistants/S terilization officers: G-2 (D)	Responsible for the organization and order in assigned wing(s), requisition for items needed from the store and stoking of wing(s) with required materials and instruments	A <sub>2</sub> registered nurse, 2 years of relevant experience will be added advantage	2
Finance Manager (G-5B)	In-charge of all accounting activities (financial, cost and management accounting). He or she is responsible for preparing financial and performance reports, assisting departments with annual budgets and reviews, internal control and tax studies	Masters' degree (with 2 years working experience) or Bachelor's degree (with 3 years working experience), in Finance or Accounting, Public Finance, Auditing, Banking, Management with specialization in Accounting or Finance with Comprehensive knowledge of auditing, finance policies, regulations and procedures. He/ she is required to have Accounting Professional Qualification recognized by IFAC (ACCA or CPA).	1

Interested applicants should submit copies of application letter, C.V, copies of degrees and/or certificates and Identity cards or passports as well as valid License of practice for Health services professionals in one pdf document by email to: [eugene.mugabo@rumacpa.com](mailto:eugene.mugabo@rumacpa.com) , with cc to [ceo.urholdings@gmail.com](mailto:ceo.urholdings@gmail.com) , not later than Monday 27/05/2024 at 5h: 00 p.m. Short listed candidates will be contacted for written test on Wednesday 29/05/2024, while oral test for those who will pass written test is planned on Friday 31/05/2024. Nurses who applied previously are not required to re-apply.

Done at Kigali 15/05/2024

UR HG Ltd  
Management





## TERMS FOR VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT

University of Rwanda Holdings Group Limited (UR - HG Ltd) is a limited company fully owned by University of Rwanda. (UR). Its business activities aim to optimise UR assets for the benefits of University.

### 1. Chair side assistants/Sterilization officers; G-2 (D)

#### (1) Job definition and description:

Responsible for the organization and order in assigned wing(s), requisition for items needed from the store and stoking of wing(s) with required materials and instruments

#### (2) Qualification & experience required:

He/ She should have a high school certificate (A2) in nursing and registered or eligible to be registered at health professional council of nurses with 2 years of experience

#### (3) Knowledge and Skills Requirements:

- Working experience in treatment wings/Dental rooms
- Familiar with medical equipment, dental chairs, ultrasound, Endoscopy
- Mastering infection control mechanism,
- Strong communication and time management skills
- Customer satisfaction-oriented

#### (4) Duties & Responsibilities:

- Responsible for the organization and order in assigned wing(s), requisition for items needed from the store and stoking of wing(s) with required materials and instruments
- Ensure wing(s) under her care have adequate supplies of materials, consumables and instruments to ensure interrupted clinical procedures
- Prepare set up trays and materials required for the procedures to be performed
- Call patient into the wing and prepares them for consultation and treatment
- Assist the dental surgeon/internist/therapist during procedures by proving suction, passing of instruments, mixing materials or holding of equipment.
- Carry out infection control procedures in the wing between each patient and prepare for the next patient.
- Ensure the aseptic techniques are adhered to at all times within the wing before ,during and after all procedures.
- Communicate with reception any delays or changes in the appointment schedules
- Participates in the health education to patients.
- Adheres to the profession code and ethics
- Organize and train all staff on infection control and waste management procedures.
- Performs any other duties assigned by the Clinic Coordinator consistent with the activities and mission of the clinic







## 2. Finance Manager (G-5B):

### (1) Job definition and description:

The Finance Manager is in-charge of all accounting activities (financial, cost and management accounting). He or she is responsible for preparing financial and performance reports, assisting departments with annual budgets and reviews, internal control and tax studies.

### (2) Qualification & experience required:

Finance Manager should have a Masters' degree in Finance or Accounting, Public Finance, Auditing, Banking, Management with specialization in Accounting or Finance with 3 years working experience in Accounting or Finance with Comprehensive knowledge of auditing, finance policies, regulations and procedures. In addition to this, He or she is required to have Accounting Professional Qualification recognized by IFAC (ACCA or CPA).

### (3) Knowledge and Skills Requirements:

- Strategic Leadership and orientation,
- Analytical Skills and Problem Solving,
- Decision Making, Time Management,
- Mentoring/Coaching, People Management and Teamwork,
- Creativity/Innovation,
- Risk Management,
- Technology Awareness,
- Comprehensive knowledge of auditing, finance policies, regulations and procedures

### (4) Duties & Responsibilities:

- Perform financial analysis and reporting to management as needed.
- Perform month-end accounting activities such as reconciliations and journal entries.
- Coordinate with finance team to complete assigned accounting tasks within deadlines.
- Evaluate computerized accounting systems and provide recommendations to IT team for performance improvements.
- Generate financial reports and statements to Managers for review.
- Analyze financial discrepancies and recommend effective resolutions.
- Monitor expenditures, analyze revenues and determine budget variances and report the same to management.
- Respond to accounting inquiries from management in a timely fashion.
- Provide guidance to other Accountants when needed.
- Assist in budget preparation and expense management activities for assigned accounts.
- Assist in auditing activities by providing necessary information and preparing requested documentations.
- Monitor and record financial transactions according to company policies and regulations.
- Review and recommend changes to existing accounting procedures.
- Preparation and submission of financial reports for company.



# - HG Ltd

University of Rwanda-Holdings Group Ltd

Interested applicants should submit copies of application letter, C.V, copies of degrees and/or certificates and Identity cards or passports as well as valid License of practice for Health services professionals in one pdf document by email to: [eugene.mugabo@rumacpa.com](mailto:eugene.mugabo@rumacpa.com) , with cc to [ceo.urholdings@gmail.com](mailto:ceo.urholdings@gmail.com) , not later than Monday 27/05/2024 at 5h: 00 p.m. Short listed candidates will be contacted for written test on Wednesday 29/05/2024, while oral test for those who will pass written test is planned on Friday 31/05/2024. Nurses who applied previously are not required to re-apply.

Done at Kigali 15/05/2024

UR HG Ltd  
Management

