



**INAMA Y'IGIHUGU Y'ABAFOROMOKAZI, ABAFOROMO N'ABABYAZA**  
**NATIONAL COUNCIL OF NURSES AND MIDWIVES**  
**CONSEIL NATIONAL DES INFIRMIERES, INFIRMIERS ET DES SAGES-FEMMES**  
P.O BOX 4259 KIGALI MOB. TEL: (250) 0788386969 E-mail: info@ncnm.rw

**JOB ADVERTISEMENT**

The National Council of Nurses and Midwives (NCNM) is a regulatory body established by Law of Parliament № 25/2008 of 25/07/2008. Its principal function is to protect the public from any harm that may result from the practice of a nurse or midwife, by setting standards of education and practice, as well as registering only those who are eligible and competent to practice.

In order to effectively operate and fulfil its obligations, the NCNM is interested in employing a dependable and competent candidate to fill the position of **Director of Administration and Finance (DAF) {1}**

**1. Director of Administration and Finance (DAF)**

<b>JOB TITLE</b>	<b>Director of Administration and Finance (DAF)</b>
<b>JOB SUMMARY</b>	The National council is in search of a self-motivated and qualified The Director of Administration and Finance(DAF). The Director of Finance and Administration will be at a strategic level of the institution as part of Management Team and will report to the Registrar. The successful candidate will be a participative manager who will lead and develop the institution and internal team to support the areas of finance, institution planning and budgeting, human resources, and administration.
<b>MINIMUM QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>- Bachelor's Degree in Finance, Accounting, Management Specialized in Finance/Accounting with 5 years of working experience in related field or</li><li>- Master's Degree in Finance, Accounting, Management Specialized in Finance/Accounting with 2 years of working experience in related field.</li><li>- Accounting Professional Qualification recognized by IFAC (ACCA, CPA) is an added advantage.</li></ul>



<p><b>KEY TECHNICAL SKILLS &amp; KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting;</li> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organizational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software</li> <li>- Time management Skills;</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- Fluent in Kinyarwanda and English or French</li> </ul>
<p><b>RESPONSIBILITIES AND DUTIES</b></p>	<ul style="list-style-type: none"> <li>- Manage and coordinate operations of the unit.</li> <li>- Ensure that the institution is at all times financially sound and able to manage its income, expenditures, assets and liabilities in accordance with financial procedures;</li> <li>- Coordinate the preparation and submission of monthly, quarterly and annual financial reports in compliance with public accounting standards and guidelines;</li> <li>- Coordinate in the elaboration of the budget of the Institution;</li> <li>- Coordinate and manage the logistics activities, maintenance of institution assets, and cleanness of the institution;</li> <li>- Deal with the tax authorities and other regulatory bodies on matters of statutory compliance including advice to management on tax related issues;</li> <li>- Provide strategic advice to the institution management on daily financial activities.</li> <li>- Identify budget gaps and propose budget revision</li> <li>- Ensure the proper management of petty cash of the institution;</li> <li>- Coordinate proper filing system of financial documents;</li> <li>- Facilitate internal and external audits and Answer audit queries and mandatory inquiries whenever necessary;</li> <li>- Ensure adherence to financial policy, regulations and professional practices in all financial transactions;</li> <li>- Supervision of logistics operations and stock management as</li> </ul>



well;

- Verify staff salary payment;
- Coordinate staff recruitment plans;
- Coordinate staff training and development plans
- Coordinate staff performance contracts and performance appraisals;
- Administer the staff welfare benefit and preserve safe, and facilitated (assets and transport) work environment;
- Coordinate the development and implementation of Human resource policies and procedures;
- Identify capacity needs and facilitate capacity building;
- Organize the general staff meetings;
- Supervise daily activities of the central secretariat;
- Coordinate the preparation of staff salaries and other employees' benefits;
- Advise the institution senior managers to human resource matters;
- Coordinate and monitor the institution staff associations;
- Perform any other tasks assigned by the supervisors


#### HOW TO APPLY

Interested candidates should submit their Signed applications, curriculum vitae, academic credentials and any other relevant documents, not later than **9<sup>th</sup> November 2021**.

The applications shall be addressed to the “**NCNM Registrar**” via email: [info@ncnm.rw](mailto:info@ncnm.rw)

Or submit their applications to the following address: National Council of Nurses and Midwives (NCNM)  
KK 15 Road, St. 514, House № 80 (Opp. Kicukiro District HQs) 2<sup>nd</sup> floor,  
P.O.Box: 4259 Kigali/Rwanda  
Phone No. +250 78 8386969

Kigali, 25<sup>th</sup> October 2021

  
**KAGABO Innocent**  
**NCNM Registrar**

