



REPUBLIC OF RWANDA
OFFICE OF THE AUDITOR GENERAL OF STATE
FINANCES



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

Background

The Office of the Auditor General (OAG) is Rwanda's Supreme Audit Institution. It derives its mandate and independence from articles 165 and 166 of the Constitution of the Republic of Rwanda of June 2003, revised in 2015. This mandate is detailed in the law no 79/2013 of 11/09/2013, determining the mission, organisation and functioning of the Office of the Auditor General of State Finances as amended to date. The Office has legal personality, financial and administrative autonomy. OAG is responsible for the following:

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

OAG offers great opportunities for career growth, training and, above all, an opportunity to serve the nation in promoting accountability, transparency and best practice in Government operations as a means to good governance.

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



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Kimihurura
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OAG,RRA,NEC Complex



I. FINANCIAL AUDITORS

a) Job Summary

The Assistant Auditor is responsible for the completion of the allocated work within the budgeted time according to the required OAG quality standards - OAG audit manual & other applicable guidelines.

b) Job responsibilities

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

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

c) Job Requirements:

- A Bachelor's degree in Accounting (Upper Second Class Degree or above); or Intermediate level of Accounting professional qualification (CPA or ACCA);
- High level of integrity;
- Being Innovative and results-oriented
- Being a good team player;
- Excellent oral and written communication skills;
- Excellent interpersonal, particularly staff/management relations;



- Ability to deliver accurate results on time and in an environment with multiple and challenging tasks.
- At least three years of experience as an Accountant, Auditor or in any other related field.
- Being between 28 and 30 years old.
- Being Rwandan citizen;

II. PERFORMANCE AUDITORS

a) Job Summary

Performance auditor conducts performance audits of government agencies, programs, or activities. Newly recruited auditors receive tailored performance audit training that enable them to carry out work assigned. Initially, they are given more routine assignments under close supervision by more experienced staff. As they gain on-the-job experience, performance auditors are expected to be able to take on more difficult assignments with increasingly less direct supervision.

The performance auditor analyses complex management practices and operations either individually or as a member of an audit team. As an audit team member, the performance auditor assists in developing the audit plan for the team, conducts a particular phase or section of the audit and contributes to audit report writing.

This involves the independent review and evaluation of the economy, efficiency, effectiveness and legal compliance of various government agencies, programs and activities. This also requires an in-depth understanding of management theory, administrative systems, program planning, qualitative and quantitative analysis, fiscal management and related fields.

Consequently, this will require the creative application of analytical skills and the summarisation of finding and recommendations into concise, accurate written reports.

b) Job responsibilities

- Understand operations of audited government agencies, programs, or activities.
- Develop and carry out audit tests and procedures.
- Gather and analyse basic data on the functions, operations, and performance of government agencies, programs, or activities.

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- Interview agency staff in data gathering and analysis.
- Develop audit findings.
- Assist in writing audit reports.
- Perform additional audit-related duties as delegated.

c) Job requirements

- Bachelor's degree (Upper second class degree or above) in:
 - Bsc.in Economics
 - Bsc.in Electrical and Electronics Engineering
 - Bsc.in Civil engineering
 - Bsc.in agribusiness
- At least three years of proven working experience in relevant field;
- Knowledge of governmental organisations and operations;
- Knowledge of basic research methods;
- Analytical and problem-solving skills;
- Being between 28 and 30 years old
- Fluency in English, knowing French is an added value;
- Having a Master's degree in a relevant field is an added advantage.
- Being Rwandan citizen

The Candidate should have the ability to:

- Review and analyse policy instruments and implementation reports, detect deficiencies and make appropriate recommendations.
- Perform basic mathematical calculations.
- Conduct interviews with audited entity's staff.
- Gain and maintain the confidence and cooperation of those contacted during the audit.
- Maintain objectivity and independence.
- Analyse, organise, and synthesise a variety of information into logical recommendations.
- Effectively present ideas and recommendations both orally and in writing
- Write clear, concise, and well-organised narrative reports.
- Prepare audit working papers that substantiate audit findings.



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- Work with audited entity's staff in gathering data, explaining findings and recommendations.
- Work effectively in a structured setting as a member of a team.

III. IT AUDITORS

a) Job Summary

Review controls in and around IT systems environment either individually or as a member of an audit team. As an audit team member, the auditor assists in developing the audit plan for the team, conducts a particular phase or section of the audit and contributes to audit report writing.

This requires an in-depth understanding of system controls, both general IT and application controls. Accordingly, this will require the creative application of analytical skills and the summarisation of findings and recommendations into concise and accurate written reports.

b) Job Requirements

1. Software Engineer

- Bachelor's degree (Upper second class degree and above) in software engineering or computer science, Information technology or the equivalent;
- Being specialised in user interface design, system development, system testing and deployment;
- Experience with software tools;
- Analytical and problem-solving skills;
- At least three years of proven working experience as a software engineer;
- Experience with IT Audit is an added advantage;
- Fluency in English, knowing French is an added value; and
- Being between 28 and 30 years old.
- Being Rwandan citizen;

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2. Database Administrator

- A Bachelor's degree (Upper second class degree and above) in computer science engineering, Information systems, management information systems or the equivalent;
- Being specialised in database administration, database scripting and script analysis in the various databases (My SQL, Oracle, PostgreSQL and MongoDB);
- Must know about both Windows and Linux Operating Systems;
- At least three years of proven working experience as a database administrator;
- Excellent analytical and problem-solving skills;
- Experience with IT Audit is an added advantage;
- Fluency in English, knowing French is an added value;
- Being between 28 and 30 years old.
- Being Rwandan citizen

3. IT Technical Support Engineer

- Bachelor's degree (Upper second class degree and above) in computer science, computer engineering, information technology and other related fields;
- Analyse, troubleshoot and diagnose hardware problems;
- Excellent analytical and problem-solving skills;
- At least three years of proven experience in customer focus position involving technical support;
- Experience with Linux and Windows OS system administration and troubleshooting;
- Experience in installing, maintaining and monitoring aspects of computer networks;
- Fluency in English, knowing French is an added value;
- Being between 28 and 30 years old.
- Being Rwandan citizen

c) Job responsibilities

- Develop unit testing of code components or complete applications;
- Review and analyse IT policies, laws, guidelines to identify control deficiencies and make appropriate recommendations;
- Gather and analyse data from review of controls in and around IT systems environment
- Analyse emerging cyber security threats



- Identify attacks, intrusions and unusual, unauthorised or illegal activities
- Test and evaluate security products
- Use advanced analytic tools to determine emerging threat patterns and vulnerabilities of systems
- Engage in 'ethical hacking', for example, simulating security breaches
- Identify potential weaknesses and implement measures, such as firewalls and encryption
- Investigate security threats and management responses
- Identity and analyse abuse of permissions by authorised systems users
- Effectively present ideas and recommendations both orally and in writing

IV. ICT OFFICER

a) Job Summary

IT Officer is responsible for ensuring the OAG internal network is working permanently without any deficiency so that all systems are operational and allow the ICT Department to achieve its operational strategic focus to achieve the overall OAG strategic objectives.

b) Job Responsibilities

- Maintain the network infrastructure including firewalls, switches, telephone system and other network equipment.
- Upgrade network components as newer technology becomes available.
- Plan, coordinate, and implement network security measures in order to protect data, software, and hardware.
- Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes.
- Research new technology, and implement it or recommend its implementation
- Any other as Management may assign

c) Job requirements

- Bachelor's Degree (Upper second class degree and above) in Computer science, Computer engineering, Information technology from a recognised University;

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- The candidate should possess at least CCNA (Cisco Certified Network Administrator).
- At least three years of proven working experience in network field.
- Being between 28 and 30 years old.
- Being Rwandan citizen.

Interested candidates are required to submit their applications in English language to the Office of the Auditor General of State Finances along with an updated CV, the relevant academic transcripts, testimonials, requested experience and a copy of National Identity Card, on <http://hrms.oag.gov.rw/recruitment/> not **later than 15th October 2021 at 5:00 P.m.**

Note that, the applications must be addressed to Auditor General.

Female candidates are highly encouraged to apply,

NOTE: All documents should be in PDF format

