



Our Ref: 1014/RRA/HR/2022

Date: 02/11/2022

JOB VACANCY (PUBLIC)

Rwanda Revenue Authority is seeking to recruit self-motivated, qualified persons of high integrity to fill the following positions:

TAX OFFICER (15 POSITIONS)

Objective

Under the supervision of a Tax Audit Team Leader, a Tax Officer performs office and field audits of selected taxpayers accounts and provide information to taxpayers to facilitate compliance.

Main duties and responsibilities

1. Performs office audits of tax accounts of individual and simple (individual, non-individual) Enterprises by:
 - Obtaining cases assigned from tax system;
 - Obtaining taxpayers account details from tax systems;
 - Obtaining all relevant documents from filling room;
 - Reviewing account detail and analyzing compliance to the tax legislation;
 - Contracting taxpayers by phone or letter to obtain additional information;
 - Instructing notices reassessment;
 - Recording audit cases steps in tax systems;
 - Producing audit report for audit supervision.
2. Provides information to taxpayers to promote good public relations and improve understanding of tax laws, regulations and procedures by:
 - Explaining tax tables and methods of computation;
 - Providing instructions on the use of forms;
 - Assisting in the interpretation of tax laws.

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Qualifications, Skills and competencies

- ✓ Bachelor's degree in Finance, Accounting, Management specialized in Finance and Accounting;
- ✓ Possession of level 11 professional qualification in ACCA, CPA will be an added advantage;
- ✓ Ability to interpret and apply financial rules and regulations;
- ✓ Ability to follow specific procedures;
- ✓ Ability to maintain accurate records;
- ✓ Ability to make mathematical calculations;
- ✓ Excellent command of written and verbal Kinyarwanda, English or French, good analytical skills and ability to write reports with no mistakes.
- ✓ Strong ability to organize and prioritize workloads, meet deadlines and targets;
- ✓ Computer literacy in word excel and FMIS;
- ✓ Ability to work as team member.

HOW TO APPLY:

Interested candidates should download the “Job Application Form” from the RRA website: www.rra.gov.rw.

A job application letter addressed to Commissioner General, a well-filled RRA Job Application Form, the Curriculum Vitae, a copy of the National Identity Card and a copy of the Degree as per required qualifications should be sent to recruitment@rra.gov.rw in PDF format and organized in one file not later than 10/11/2022.

Done at Kigali on 02/11/2022.

BATAYIKA Emery
Assistant Commissioner in charge of Human Resources

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