



Our Ref: 1086/RRA/HR/2022

Date: 25/11/2022

JOB VACANCIES (PUBLIC)

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

1. RESEARCH AND POLICY ANALYSIS OFFICER (2 POSITIONS)

Objective

Under the supervision of the Research and Policy Analysis Group Leader, the Research & Policy Analysis Officer will conduct research, surveys, and analysis on the implication of economic factors and administrative measures and changes thereof to the tax base, associated revenue collections taxpayer behavior and other tax related matters.

Main duties and Responsibilities

- ✓ Participate in conducting research on tax compliance issues and widening the tax base,
- ✓ Provide support in conducting identified impact evaluation of RRA initiatives aimed at improving compliance and boosting revenues,
- ✓ Ensure research recommendations are fully implemented,
- ✓ Conduct routine data analysis to advise management on corrective measures in case of deviations from target,
- ✓ Provide support in conducting Customer Satisfaction & Perception Surveys,
- ✓ Advise on operational priorities by monitoring new and emerging trends and their potential implications to the tax administration,
- ✓ Create and update dashboards for easy monitoring of trends of agreed parameters,
- ✓ Create and maintain clean data files for research purposes,
- ✓ Perform any other duties as assigned by line manager.

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Qualifications, Skills and competencies

- Bachelor's degree in Economics with Honours in Development Economics or Monetary Economics or Bachelor's degree with Honours in Applied Statistics with specialization in Economic Statistics or Demography; Master's Degree in relevant field is an added advantage;
- At least 2 years of relevant professional experience;
- In-depth knowledge and understanding of data analytical software and languages such as STATA, R, Python, SPSS and advanced Excel;
- Ability to communicate findings from complex analysis to a wide variety of audiences, through written reports and presentations;
- Ability to follow specified procedures in planning, implementing, monitoring and evaluating tasks to deliver outputs to meet required deadlines;
- Ability to prioritize workloads and work under pressure;
- Ability to work as a team member;
- Experience using econometric techniques, predictive analytics, data mining and statistical analysis for large, complex datasets would be an added advantage;
- Excellent oral and written English; proficiency in French and Kinyarwanda is added value

2. CORPORATE PLANNING OFFICER (1 POSITION)

Objective

Under supervision of Corporate Planning Group Leader, the Corporate Planning Officer shall participate in development of RRA strategic and annual action plans as well as in improvement of the corporate planning process and strengthening monitoring & evaluation of RRA plans by embedding effective M &E practices.

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Main duties and Responsibilities

- ✓ Consolidate outputs from each stage of strategic plan preparation process and produce final strategic plan document;
- ✓ Actively participate in developing annual action plan for the institution as well as preparing action plan and budget for Planning and Research Department;
- ✓ Prepare quarterly, semi and annual progress reports on implementation of both RRA action plan and action plan for Planning and Research Department;
- ✓ Conduct quality assurance for annual reports from different departments and draft the annual activity reports;
- ✓ Capture RRA action plan in RBM- IPPIS system for MIFOTRA and liaise with Human Resource Department to provide support to staff while setting performance contracts;
- ✓ Monitor the performance of approved Key Performance Indicators by preparing quarterly, semi and annual performance report. Periodically review existing KPIs; identifying and collecting data for KPIs to be automated;
- ✓ Organize Senior Management Team Retreats related to planning and monitoring of activities and hence forth prepare progress reports on implementation of resolutions adopted;
- ✓ Consolidate and analyse RRA weekly flash reports;
- ✓ Perform any other tasks related to planning and M&E as assigned by line manager.

Qualifications, Skills and competencies

- Master of Arts in Monitoring and Evaluation or Project Management with at least 2 years of relevant professional experience or Bachelor's degree with Honours in Cooperative Management with at least 4 years of relevant professional experience;
- Demonstrated wide understanding of organization strategies, mission and vision and how they relate to national guiding plans and strategies;
- Experience in driving the strategic planning process for large organizations;
- Demonstrated deep understanding of planning process, key planning concepts and Result Based Management (RBM) concepts;

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- Demonstrated experience in preparing action plans and operational plans;
- Ability to extract, interpret information and produce comprehensive reports using graphs, and other visual presentations;
- Possess strong organizational skills with ability to handle multiple tasks and prioritize;
- Ability to work with diverse teams and direct work flow;
- Ability to learn and improve through on-the-job and formal training platforms;
- Excellent oral and written English; proficiency in French is added value.

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 **05/12/2022**.

Done at Kigali on 25/11/2022.

BATAYIKA Emery
Assistant Commissioner in charge of Human Resources

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