



Réseau d'Investissement Social(RIS)Ltd,
Owned by Rwanda Red Cross

KIGALI-RWANDA

Job advertisement

Overview

Réseau d'Investissement Social (RIS) Ltd, the Rwanda Red Cross Business Company based at Kigali, Gasabo district in Kacyiru Sector is seeking for 4 competent staff to work in its Motel located at Nyanza District in Busasamana Sector for the following positions:

**Position 1: Nyanza Motel Manager, He/she will report to the
General Managing Director of RIS Ltd**

1. Competencies:

- ✓ Bachelor's Degree in Hotel Management or other related field,
- ✓ At least 5 years of experience in Hotel Management,
- ✓ Excellent oral and written communication skills in English, French and Kinyarwanda,
- ✓ Ability to work independently and in team environment,
- ✓ Have knowledge in Marketing is an asset.

2. Duties and Responsibilities

- Raising income as an important role,
- Setting up different commissions for helping in marketing, investment and advertising of Nyanza Motel activities,
- Ensuring security and hygiene,

- Propose investment activities to the RIS Ltd Board Bureau and to the Governing Board,
- Propose improvements in administrative procedures to the RIS Ltd and after to the RIS Ltd Board Bureau and RIS Ltd Governing Board,
- Support and coordinate the implementation of activities of investment, marketing and contribute to enhance the structure of Nyanza Motel to become more effective and efficient to implement their responsibilities,
- He/She is Responsible of marketing and tendering procedures (application for various markets),
- He/She proposes innovations,
- Prepare the plan of action for the Nyanza Motel's activities and ensure its practical way,
- Ensure the implementation of the annually plan once discussed with RIS Ltd's administration and approved by the RIS Ltd Board Bureau,
- Sign various contracts and agreements with the approval of RIS Ltd General Managing Director in accordance with the guidelines and administrative procedures,
- Report to the RIS Ltd's administration the Financial Status and its progressive performance.

d) Reporting

- Report directly to the RIS Ltd's management on the progress of implementation of the plan agreed upon,
- Prepare reports (finances and other activities) for the meetings stipulated in the policy.

Age of interested candidate: 25-45 years old.

Position 2: Accountant Secretary, He/she will report to the Nyanza Motel Manager

1. Competencies:

- ✓ Bachelor's Degree in accounting or finance,
- ✓ At least 3 years of experience in accounting,
- ✓ Excellent oral and written communication skills in English, French and Kinyarwanda,
- ✓ Have knowledge in tax declaration and bill with EBM machine, Able to prepare monthly payroll,

- ✓ Ability to work independently and in team environment,
- ✓ Have knowledge in accounting software, sage evolution is an asset.

2. Duties and Responsibilities

- ✓ Preparing journal entries and adjusting account balances to accurately reflect company financial statements in accounting software,
- ✓ Preparing bank reconciliations by reviewing and verifying the accuracy of account balances in accordance with bank statements,
- ✓ Preparing financial reports, including monthly statements and annual audits, in accordance with the government regulations regarding accounting standards,
- ✓ Reviewing budgets and preparing estimates of future expenditures based on historical data or other available information,
- ✓ Recommending changes to accounting procedures and policies to improve the accuracy of financial records,
- ✓ Helping to identify which accounts should be recorded first in order to facilitate accurate recordkeeping,
- ✓ Preparing monthly, quarterly and annually tax declaration,
- ✓ Processing payroll for all employees using automated software programs or manual methods and pay all salaries retained,
- ✓ Monitoring cash flow and identifying any potential problems in advance so that corrective action can be taken before an issue arises.

Age of interested candidate: 20-45 years old.

Position 3: Receptionist, He/she will report to the Nyanza Motel Manager

1. Competencies:

- ✓ At least high school diploma in hospitality studies,
- ✓ At least 3 years of experience in hospitality,
- ✓ Excellent oral and written communication skills in English, French and Kinyarwanda,

- ✓ Guest/customer relations experience, preferably in a hospitality environment,
- ✓ Strong working knowledge of relevant computer software including MS Office and booking and payment systems,
- ✓ Numeracy skills,
- ✓ Administrative skills,
- ✓ Computer skills.

2. Duties and Responsibilities

- ✓ Welcoming guests,
- ✓ Answering and directing incoming calls,
- ✓ Inform guests prices and services,
- ✓ Make and confirm reservations for guests,
- ✓ Ensure proper room allocation,
- ✓ Register and check guests,
- ✓ Verify guest's payment method,
- ✓ Issue room keys and direct guests to their rooms,
- ✓ Maintain clear and accurate records of guest room bookings,
- ✓ Compute all guest billings, accurately post charges to guest rooms and house accounts,
- ✓ Receive and transmit messages for guests,
- ✓ Listen and respond to guest queries and requests both in-person and by phone,
- ✓ Provide accurate information about local attractions and services,
- ✓ Liaise with necessary staff including housekeeping and maintenance to address any problems or complaints made by guests,
- ✓ Complete and maintain any incident reports, daily activity reports or other reports requested by the management,

- ✓ Close guest accounts and check guests out,
- ✓ Review accounts and charges with guests during the check-out process,
- ✓ Process accurate payment of guest accounts,
- ✓ Inform housekeeping when rooms will be vacated and ready for cleaning,
- ✓ Enforce rules and policies of the guest house.

Age of interested candidate: 20-35 years old.

**Position 4: Maintenance technician, He/she will report to the Nyanza Motel
Manager**

1. Competencies:

- ✓ High school diploma or equivalent in electrical and plumbing field,
- ✓ At least 3 years of experience in a similar domain with a good understanding of English, both written and oral, French and Kinyarwanda.
- ✓ To be able to work in a neat and efficient manner, keeping work areas clean and well organized,
- ✓ Ability to multi-task in busy environment and adheres to boost the Standard of the Guest House,
- ✓ Have computer skills.

2. Duties and Responsibilities

- ✓ Understand and respond to the guest repair requests,
- ✓ Understand and operate advanced electrical, plumbing, refrigeration, and boiler systems,
- ✓ Communicate with different types of people to comprehend what they want and to provide them with information and assistance,
- ✓ Make the checklist at the day basis to assess the issues ready to be addressed,
- ✓ Ability to prioritize and organize work assignments,
- ✓ Ability to work under pressure situations and exercise good judgments,

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- ✓ Ability to focus attention on details, speed and accuracy,
- ✓ Ability to maintain confidentiality of hotel guests and pertinent guest house information,
- ✓ Ability to work with casual workers and prepare the lists for their payment
- ✓ Ability to read and understand test equipment, measuring devices, and safety manuals.
- ✓ Perform maintenance activities in the guest rooms, toilets, bathrooms,
- ✓ Repairing all types of hardware, electrical and plumbing equipments,
- ✓ Perform maintenance activities in guest house public areas like latrines, water channels, etc,
- ✓ To be available for any emergencies and act in engineering capacity to protect guests and associates, and preserve the building and its systems during the emergency,
- ✓ To monitor fire Alarm / Life Safety systems as necessary, to be fully informed of the system operation and to handle emergencies involving the systems.

Age of interested candidate: 20-45 years old.

The interested candidates must submit the following documents: an updated CV, required academic degree, a copy of National Identity and a motivation letter and 3 people for reference.

All application letters must be addressed to the General Managing Director of RIS LTD and submitted in hard copies not later than **30 August 2024** at 10h00 A.M at Kacyiru, opposite UTEXRWA (Rwanda Red Cross Headquarter).

For more information, call 0798689740.

Done at Kigali, on the 17th August 2024

SIBOMANA Jean Bosco
General Managing Director of RIS Ltd

