



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 competent staff to work in its Hotel located at Karongi (RIS Kivu Breeze Hotel Ltd) and RIS Nyanza Motel located at Nyanza District in Busasamana Sector for the following positions:

**Position 1: Accountant for RIS Nyanza Motel, He/she will report to the 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,
- ✓ Preparing internal and external audits quarterly and annually,
- ✓ 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 2: Maintenance technicians (1 for RIS Kivu Breeze Hotel Ltd and 1**

**For RIS Nyanza Motel), He/she will report to the Hotel/Motel**

**Managers**

**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,
- ✓ 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 equipment, generator, etc
- ✓ 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,
- ✓ To regularly control the functionality of generators, CCTVs, etc.

**Age of interested candidate: 20-40 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<sup>th</sup> May, 2025** at 10h00 A.M at Kacyiru (Rwanda Red Cross Headquarter) in RIS Ltd reception.

For more information, call 0788469844/0789181840.

Done at Kigali, on the 20<sup>th</sup> May, 2025

SIBOMANA Jean Bosco  
General Managing Director of RIS Ltd

