

REPUBLIC OF RWANDA



SUPREME COURT

Po. Box: 2197 Kigali

JOB VACANCY

The Supreme Court would like to recruit the staff for the following vacant positions:

Order	Position	Number	Qualification required	Key Technical skills and Knowledge required
1.	Legal Advisor (Contractual)	1	A0 in Law with 5 years working experience or Master's Degree or Equivalent in Law, with 3 years working experience.	<ul style="list-style-type: none"> <li>• Deep knowledge of the Judiciary of Rwanda and labor law;</li> <li>• High analytical and problem solving skills;</li> <li>• Legal research and analysis in complex areas of law;</li> <li>• Knowledge of Substantive Law and Legal Procedures;</li> <li>• Decision making skills;</li> <li>• Experience in contract drafting and negotiation;</li> <li>• Excellent communication skills ;</li> <li>• Very effective organization skills;</li> <li>• Team working skills;</li> <li>• Computer skills;</li> <li>• Fluent in Kinyarwanda, English and/or French.</li> </ul>
2.	Systems Administrator	1	A Bachelor's Degree in computer Science engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication. At least 2 years working experience in ICT tools /facilities support and maintenance  Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage	<ul style="list-style-type: none"> <li>• Knowledge of Rwanda's ICT Policies and Strategies;</li> <li>• Proficiency in web application security and database security;</li> <li>• Knowledge of all database vendor versions;</li> <li>• Proficiency in designing, writing, editing, and debugging programs and databases;</li> <li>• Communication skills</li> <li>• Problem-solving skills;</li> <li>• Analytical skills a</li> <li>• Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>

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3.	<b>Administrative Assistant to Vice President SC.</b>	1	A0 in Law	<ul style="list-style-type: none"> <li>• Office Management Skills;</li> <li>• Excellent Communication, Organizational, Interpersonal Skills;</li> <li>• Computer knowledge (Work Processing, Power Point and Internet)</li> <li>• Analytical and problem solving skills;</li> <li>• Time management skills;</li> <li>• Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>
4.	<b>Director of Administration</b>	1	A0 in HR Management, Management, Public Administration and Law with 5 years of working experience or Master's Degree in HR Management, Management, Public Administration Or Law with 3 year of working experience.	<ul style="list-style-type: none"> <li>• Deep knowledge of Rwandan public service and labor laws;</li> <li>• Knowledge in Conflict Management;</li> <li>• Knowledge of the regulations applying to payroll procedures;</li> <li>• Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>• Knowledge of Management of Material Resources;</li> <li>• Problem Solving Skills;</li> <li>• Computer Skills;</li> <li>• Judgment &amp; Decision Making Skills;</li> <li>• Time management Skills;</li> <li>• Interview Skills;</li> <li>• High analytical Skills;</li> <li>• Team working Skills;</li> <li>• Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>
5.	<b>Director of Finance</b>		A0 in Accounting, Finance or Management with Specialization in Finance/ Accounting with 5 years of working experience or Accounting Professional Qualification recognized by IFAC (ACCA, CPA etc) with 3 years of experience.	<ul style="list-style-type: none"> <li>• Knowledge of Rwanda's financial management standards and procedures;</li> <li>• Knowledge of Accounting principles and practices and financial data reporting;</li> <li>• Knowledge of Rwanda Public Financial Law;</li> <li>• Leadership and management skills;</li> <li>• Planning and organizational, Budgeting skills;</li> <li>• Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>• Time management Skills</li> <li>• Judgment &amp; Decision making skills;</li> <li>• Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>

6.	<b>Accountant</b>	2	A0 in Accounting, Finance or Management with specialization in Finance / Accounting or Professional Qualification recognized by IFAC (ACCA, CPA etc)	<ul style="list-style-type: none"> <li>• Knowledge of cost analysis techniques;</li> <li>• Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>• Deep understanding of financial accounts;</li> <li>• Communication skills;</li> <li>• Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>• Judgment &amp; Decision Making Skills;</li> <li>• High Analytical Skills;</li> <li>• Interpersonal skills;</li> <li>• Time management Skills;</li> <li>• Flexibility Skills;</li> <li>• Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>
7.	<b>Technical Maintenance Officer (Contractual)</b>	1	A0 in Civil Engineering, Mechanical or other related fields (Electricity, Plumbing, etc.) with relevant experience in maintenance.	<ul style="list-style-type: none"> <li>• Safety Awareness Skills;</li> <li>• Fundamentals Knowledge of Electricity;</li> <li>• Fundamentals Knowledge of Electrical Systems and Equipment</li> <li>• Good Time Management Skills;</li> <li>• Organizational Skills</li> </ul>
8.	<b>Director of ICT Support</b>	1	A Bachelor's Degree or Masters in Computer Information Systems, computer science, computer engineering, software engineering, information communication technology or any related field. At least 4 years of experience with managing ICT support within an institution with many branches, management of complex systems running business and support them management and plan on ICT infrastructure maintenance to ensure business growth procurement of ICT facilities and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCITP are an added advantage	<ul style="list-style-type: none"> <li>• Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy;</li> <li>• Deep Understanding of information technology and telecommunications;</li> <li>• Capacity to research and analyze technology problems, issues, and program requirements.</li> <li>• Knowledge of computer hardware/software technologies.</li> <li>• Interpersonal Skills;</li> <li>• Communication skills</li> <li>• Negotiation Skills;</li> <li>• Problem-solving skills;</li> <li>• Analytical skills</li> <li>• Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>

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9.	ICT Officer	2	<p>A Bachelor's Degree in computer Science engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication</p> <p>At least 2 years working experience in ICT tools /facilities support and maintenance</p> <p>Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage</p>	<ul style="list-style-type: none"> <li>• Broad understanding of computer systems, computer applications and operating systems;</li> <li>• Broad range of technical computer skills;</li> <li>• Analytical and problem-solving skills;</li> <li>• Wide knowledge of office software applications;</li> <li>• Good presentation and communication skills.</li> <li>• Excellent interpersonal skills;</li> <li>• Fluent in Kinyarwanda, English and/or French.</li> <li>• Knowledge of all is an advantage.</li> </ul>
10.	Secretary	4	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work or Law.</p>	<ul style="list-style-type: none"> <li>• Knowledge of Office Administration;</li> <li>• Communication Skills;</li> <li>• Computer Skills;</li> <li>• Interpersonal Skills;</li> <li>• Organizational Skills;</li> <li>• Stress Management Skills;</li> <li>• Time Management Skills;</li> <li>• Bookkeeping Skills;</li> <li>• Fluent in Kinyarwanda, English and/ or French;</li> <li>• knowledge of all is an advantage</li> </ul>

Interested candidates are requested to fill the application form available on Judiciary website [www.judiciary.gov.rw](http://www.judiciary.gov.rw) or at Public Service Commission website [www.psc.gov.rw](http://www.psc.gov.rw) and transmit this application to Supreme Court not later than **30/11/2015 at 5: PM**. The application form shall be accompanied by a photocopy of the required degree, the photocopy of the identity card or passport and certificate of services rendered where work experience is required.

Done at Kigali on 20.11.2015.....  
  
**MURORA Beth**  
**Secretary General**

