



Our Ref

0012/DCS/HE/020

Date

Your Ref

JOB VACANCY

Rwanda Revenue Authority is seeking to recruit self-motivated, qualified person to fill the following position:

Estates Manager (1 POSITION)

The Post is on Grade: 7

Under the supervision of the Head of Division for Logistics & Maintenance Services, the Estates Manager is responsible for all RRA assets and facilities, including the management and up-keep of all buildings and offices used by the authority, ensures that the facilities are in good working conditions and are well maintained.

Responsibilities:

- Ensure RRA working environment is conducive to the best standards.
- Carries out inspection of the condition of RRA infrastructures (offices and staff accommodations) and ensures that necessary repairs, rehabilitation and maintenances works are provided on due time.
- Under the supervision of Head of Division for Logistics and Maintenance services, the Estates manager handles the implementation of building projects and supervises the work of contractors.
- Prepares technical specifications for construction, repairs and maintenance tenders
- Plans and budgets for future construction projects.
- Prepares actions plan and budget of other activities required to be implemented in estates management unit.
- Works closely with important stakeholders like RHA, DGIE, COK, RTDA, RSB, MININFRA, MINECOFIN and others to implement different government policies as directed by his/her supervisor(s).
- Ensures proper management and maintenance of RRA assets.
- Supervises maintenance of RRA asset register.
- Liaises with the Heads of Departments regarding future office and space requirements.
- Proposes, designs and implements staff sitting re/arrangements to maximize the existing working space.
- Ensures proper administration of service providers' contracts (insurance, cleaning, supplies, maintenance, rental and works) falling in estates management unit towards quality and professional services and works delivery and as per the required standard requirements.

- Ensures proper and continuous provision of utilities (water, fuel and electricity) to RRA offices.
- Appraises and certifies the works/services of contractors for payment purposes.
- Assists with the purchase of equipment.
- Designs and monitors processes for all important activities in the unit.
- Supervises other staff in the unit.
- Performs other lawful task (s) or instruction (s) that might be given by the supervisor.

Qualifications, skills and competencies

- ✓ Bachelor's Degree in Civil Engineering, Construction Management, Structural Engineering or Estates Management from a recognized higher learning Institution.
- ✓ CAD Software (Auto CAD, Arch CAD).
- ✓ MS Office & MS Project.
- ✓ At least 3 years working experience in a building or construction domain.
- ✓ Ability to analyze and set up policies.
- ✓ Leadership skills.
- ✓ Negotiation skills.
- ✓ Planning and budgeting skills.
- ✓ Experience in writing clear, concise, and comprehensive reports and concept business papers.
- ✓ Project & contract management skills & Process design.
- ✓ Asset management system & Supervisory skills.
- ✓ Good Communication and Organizational skills.
- ✓ Problem solving and good analytical skills.

HOW TO APPLY:

Interested candidates should download the job application form from the RRA website www.rra.gov.rw.

Candidates should address their applications to the **Commissioner General of Rwanda Revenue Authority; attach an application letter, a well filled RRA Job application form, Curriculum vitae, a copy of National Identity Card, copy of Degree and all Academic transcripts and send them to recruitment@rra.gov.rw, not later than 19/03/2020 at 5:00 pm.**

The candidates whose application files are not properly filled shall not be considered.

Done at Kigali on 13/03/2020.

Kanyangeyo A.

KANYANGEYO Agnes
DCG and Commissioner for Corporate Services

