

Our Ref: 0183/RRA/HR2021

Date: 16 July 2021

JOB VACANCY

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

TECHNICAL OFFICER IN CHARGE OF HARDWARE MAINTENANCE (2 POSITIONS)

The position is on Technical Level

Objective:

Under the supervision of Principal Professionals in charge of Hardware Maintenance, the Technical Officer in charge of Hardware Maintenance will be responsible for diagnostics and repair of RRA ECTS Electronics Equipment and other Electronics Equipment used in RRA.

Essential Tasks and Responsibilities:

- ✓ Responsible for repair, troubleshoots and maintenance of Electronics Cargo Tracking System (ECTS) infrastructures such as Electronic Seals, Screens and Cameras.
- ✓ Responsible for ECTS IT materials inventory and disposal process.
- ✓ Responsible to diagnose UPSs, PCs, Scanners, Printers and Photocopier Machines' problems.
- ✓ Replace dead and buggy on equipment such as disk, memory, interface card, video, audio and network cards, UPS, Printers and monitors.
- ✓ Carry out curative and periodical preventive maintenance of all IT Equipment (PCs, Scanners, Printers and Photocopier Machines).
- ✓ Responsible for LAN Cabling and Electrical Installation amongst RRA Offices.
- ✓ Prepare and submit reports to the direct supervisor.

Qualifications, Skills and Competencies:

- Bachelor's degree (Ao) in Electrical Power Engineering, Electronics and Telecommunication Engineering, or Computer Engineering; with proven practical experience.
- Three (3) years proven experience related to computer and electronic maintenance.

- Electronics and Technical knowledge on IT equipment.
- Competence in computer hardware diagnostics and replacement.
- Network cabling design and electrical installation.
- IT Equipment Troubleshooting and reparations.
- Able to read electrical drawings, able to operate technical tools such drilling machine, grinding machine as well as soldering PCB components.
- Operating System, Applications and Utilities Software installation and Troubleshooting.
- Technical knowledge of UPS's and Stabilizers.

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, Curriculum Vitae, copy of National Identity Card, a copy of Degree and all Academic Transcripts as per required qualifications should be sent to recruitment@rra.gov.rw not later than **27/07/2021, at 5:00 pm.**

Done at Kigali on 16/07/2021.

BATAYIKA Emery

Deputy Commissioner in charge of Human Resources.