



Our Ref : 022/DC&I/HR/19  
Your Ref : .....

Date : 07 MAY 2019

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

### **1. TAX OFFICERS ( 8 POSITIONS )**

#### **The Post is on Grade 4**

The Tax Officer reports to the Tax Auditor Team Leader.

#### **Responsibilities;**

1. Performs office and field audits of tax accounts of Individual and non Individual Enterprises by:

- Obtaining cases assigned from tax system;
- Obtaining taxpayer's accounts details from tax system;
- Obtaining all relevant documents from physical or online Filing;
- Reviewing account details and analyzing compliance to the tax legislation;
- Contacting taxpayers by phone or letter to obtain additional information;
- Instructing Notices of Reassessment;
- Capturing audit work in the tax system timely by adhering audit procedures;
- Capturing audit findings in the tax system,
- Producing audit report for Audit Supervisor;

2. Provides information to taxpayers to promote good public relations and improve understanding of tax laws, regulations and procedures by:

- Explaining tax tables and methods of computation;
- Providing instructions on the use of tax forms;
- Assisting in the interpretation of tax laws

#### **Qualifications, Skills and competencies:**

- A Bachelor's Degree in Business Administration specialised in Finance or Accounting;
- Possession of Level II professional qualification in ACCA or CPA will be an added advantage
- Ability to interpret and apply Financial Rules and Regulations;
- Ability to follow specified procedures;
- Ability to maintain accurate records;
- Ability to make mathematical calculations;
- Excellent command of written and verbal Kinyarwanda, English or French, good analytical skills and ability to write reports with no mistakes;
- Strong ability to organize and prioritize workloads, meet deadlines and targets;
- Computer literacy in Word and Excel;
- Good knowledge of report writing;
- Ability to communicate taxpayers effectively,
- Ability to work as a team member.

## 2. CUSTOMS OFFICERS ( 5 POSITIONS )

### The Post is on Grade 4

The Customs Officer reports to the Customs Officer Team Leader.

#### Responsibilities;

- Identifies cases of evasion and investigates them;
- Collects Customs duty and ensures that duty payable is received, secured and banked;
- Prepares & submits regular reports on activities to the station manager;
- Prepares and delivers to the revenue accountants on weekly collections reports;
- Verifies and validates documents for transit goods;
- Work hand in hand with warehouse owner to ensure proper accounting of goods in warehouse
- Ensure proper declaration and payment of goods to be exited from warehouse
- Undertake any activity as assigned by the supervisor

#### Qualifications, Skills and competencies:

- ✓ Bachelor's Degree in Business Administration specialised in Finance, Accounting or Economics.
- ✓ Possession of Level II professional qualification in ACCA or CPA will be an added advantage.
- ✓ Ability to interpret and apply Rules and Regulations;
- ✓ Ability to follow specified procedures;
- ✓ Ability to maintain accurate records;
- ✓ Strong ability to organize and prioritize workloads, meet deadlines and targets;
- ✓ Information Technology Equipment, as well as Microsoft Soft Office Applications;
- ✓ Excellent command of written and verbal Kinyarwanda, English or French , good analytical skills and ability to write reports with no mistakes;
- ✓ Ability to work in as team member.

**N.B: Candidates are allowed to apply for only ONE Post of their choice;**

#### **HOW TO APPLY:**

- Interested candidates should download the “Job application form” from the RRA website [www.rra.gov.rw](http://www.rra.gov.rw).
- Attach an **application letter addressed to Commissioner General, a well filled RRA Job application form, Curriculum Vitae, a copy of National Identity Card, copy of Degree, Certificates and all Academic Transcripts as per required qualifications** and send them to [recruitment@rra.gov.rw](mailto:recruitment@rra.gov.rw) not later than **13/05/2019, at 5:00 pm.**
- Candidates over **32 years** of age are not allowed to apply.

Done at Kigali on 07/05/2019.

*Kanyangeyo Agnes*

**KANYANGEYO Agnes**

Deputy Commissioner General & Commissioner for Corporate Services.

