



Our Ref : 037/AGG/HE/18

Your Ref :

Date :

JOB VACANCY:

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

HUMAN RESOURCE COMMUNICATION AND ENGAGEMENT OFFICER (1 POSITION)

The post is on Grade: 5

Under the Supervision of the Human Resources Policies and Strategic Planning Group Leader, the HR Communication and Engagement Officer is responsible for participating in planning of Long-term Human Resource strategies and initiatives for RRA, lead on the development and implementation of a Communication and Engagement Strategy, publicise HR activities and promote employee and manager engagement in accordance with the Corporate identified Strategies and HR Initiatives.

Responsibilities:

- ✓ Design internal communication plan articulating key messages for core HR policy and project deliverables,
- ✓ Organise and coordinate knowledge sharing workshops, seminars and desk to desk sessions/discussions across RRA functions,
- ✓ Conduct interviews with RRA managers on success stories in their career development,
- ✓ Link with event planning team to ensure inclusion of key HR messages when appropriate,
- ✓ Participate in the development and implementation of the HR policies, HR Strategic initiatives,
- ✓ Conduct audits of new and old HR policies to ensure alignment with the HR Strategic Plan,
- ✓ Accountable for administration of the HR Strategic Plan, reporting, monitoring risk and communicating changes,
- ✓ Participate in the planning of long-term Human Resource requirements, taking into account socio-economic prospects of Rwanda.

Qualifications, skills and competencies:

- ✓ A Bachelor's degree in Communication or Human Resources,
- ✓ Experience of at least 2 years in communication or HR policy development and documentation is required,
- ✓ Strong report writing and communication skills (fluent in English and Kinyarwanda)
- ✓ Good customer care and networking skills,
- ✓ Knowledge of organizational structure, workflow, and operating procedures,
- ✓ Proficiency in the use of computing applications for data analysis and reporting,
- ✓ Well-developed conceptual, analytical and problem solving skills with the ability to provide expert advice in staffing and HR Planning,

- ✓ Detail and Results oriented,
- ✓ Team builder and player,
- ✓ Able to work independently with less supervision,
- ✓ Ability to Organize knowledge forums and knowledge sharing events,
- ✓ Good presentation capabilities,

HOW TO APPLY

- Interested candidates should download the “Job application form” from the RRA website 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 Certificate and all Academic Transcripts as per required qualifications** should be sent to recruitment@rra.gov.rw not later than **24/07/2019**, at **5:00 pm**.

Done at Kigali on 18/07/2019.

Kanyangeyo Agnes

KANYANGEYO Agnes
Deputy Commissioner General & Commissioner for Corporate Services.

