



Our Ref: 058/DCG/HA/19  
Your Ref: .....

Date: .....

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

**LEGAL OFFICER, UNDER CUSTOMS SERVICES DEPARTMENT (1 POSITION).**

**The Post is on Grade 5**

Under the supervision of the Head of Legal and Tax Payers Services Unit, the Legal Officer is responsible for carrying out her/ his assigned responsibilities and ensure(s) that operation functions are executed properly.

**Responsibilities:**

- ✓ Receive and process exemption applications;
- ✓ Responding to taxpayers' queries relating to exemption and other legal issue;
- ✓ Ensuring that the Laws in force are available to all Customs offices;
- ✓ Recommending Changes to the Law and implementation of the Law in force;
- ✓ Legal Drafting of Contracts between RRA/Customs Department and Taxpayers;
- ✓ Provide legal advice;
- ✓ Provide information on Customs Laws and regulations;
- ✓ Drafting of Laws and regulations relating to Customs operations;
- ✓ Ensure that all legal instruments applicable in Customs Department are available and implemented;
- ✓ Undertake relevant assignments as may be directed by the hierarchical superiors.

**Qualifications, Skills and competencies:**

The candidate must have the following qualification, skills and competencies;

- Bachelor Degree in Law;
- At least 2 years working experience in a relevant field;
- Ability to draft Laws and contracts;
- Ability to respond to exemption queries;
- Ability and willingness to work as a team member;
- Ability to maintain accurate records;
- Ability to follow specified procedures;
- Computer skills; ;
- Ability to maintain accurate records;

## **HOW TO APPLY**

Interested candidates should download the “Job application form” from the RRA website:  
[www.rra.gov.rw](http://www.rra.gov.rw).

Job application letter addressed to Commissioner General, a well filled RRA Job application form, Curriculum Vitae, a copy of National Identity Card, copy of Degree and all Academic Transcripts as per required qualifications should be sent to [recruitment@rra.gov.rw](mailto:recruitment@rra.gov.rw) not later than 28/10/2019, at 5:00 pm

Done at Kigali on 22/10/2019.

*Kanyangeyo A.*



**KANYANGEYO Agnes**

Deputy Commissioner General and Commissioner for Corporate Services