

## VACANCY ANNOUNCEMENT

The Media High Council is an independent public institution; it is looking for experienced, self motivated and hard working employee to fill the following vacant position:

### 1. Accountant (1)

**Requirements:** A0 in Accounting, Finance, Management with specialisation in Finance/Accounting or professional qualification recognized by IFAC (ACCA, CPA, etc).

#### Key technical skills and knowledge required:

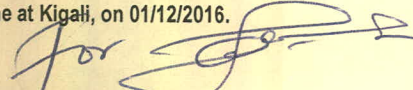
- knowledge of cost analysis techniques;
- Planning and organizational skills;
- Communication skills;
- Strong IT skills, particularly in financial software (SMART IFMIS);
- Judgment & decision making skills;
- Knowledge to analyze complex financial information & produce reports;
- Deep understanding of financial accounts;
- High analytical skills
- Interpersonal skills;
- Time management skills
- Complex problem solving;
- Flexibility Skills;
- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage

#### Job description

- Ensure effective and efficient prepayment and payment, and verify all documents required before processing any payment;
- File properly all documents related to all accounting transactions;
- Check regularly the MHC bank account situation and carry out monthly operations of bank reconciliation;
- Prepare and submit monthly and annual financial reports to concerned parties (MHC, MINECOFIN);
- Work closely with auditors and implement their recommendations;
- Perform any other task assigned by MHC authorities

Interested candidates are invited to fill the application form available on website of MHC ([www.mhc.gov.rw](http://www.mhc.gov.rw)) and at its headquarters. Submit their application cover letters together with a filled form accompanied by a photocopy of Identity Card, Curriculum Vitae, copies of academic degrees. Applications should be addressed to The Executive Secretary, Media High Council (MHC), P.O Box 6929, Kigali – Rwanda. All applications should reach the office of the Media High Council located at REMERA within GREEN HOUSE not later than 16h00 of 14th December, 2016. Only shortlisted candidates will be contacted for the written test.

Done at Kigali, on 01/12/2016.

  
Peacemaker MBUNGIRAMIHIGO  
Executive Secretary



#### Cc:

- Minister of Public Service and Labour
- Public Service Commission