



JOB ANNOUNCEMENT

The Management of Gicumbi District would like to invite qualified and motivated candidates to apply for the following positions under contrat with Byumba District Hospital:

N ^o	Title of Job Positions linked to the Job	Level	Supervisor	Job Profile	Proposed Duties and Attributions	Needed Employees
1	Cashier	8.II	DG of Byumba District Hospital	<p>Minimum Qualification: Advanced Diploma (A1) in Accounting, Commerce; or Diploma (A2) in Accounting, Commerce and Accounting</p> <p>Required Competencies and Key Technical Skills: -Proficiency in financial management systems -Resource management skills -Analytical skills -Problem solving skills -Decision making skills -Time management skills -Risk management skills -Result oriented skills -Digital literacy skills -Fluency in Kinyarwanda, English or and/ French. Knowledge of all is an added advantage.</p>	<ol style="list-style-type: none"> 1. Managing all the cash transactions in their place of work 2. Maintaining daily account of the daily transactions 3. Checking the daily cash balance 4. Interacting with the customers that come to the counter 5.Guiding and solving queries of customers 6. Checking for the price on the price list correctly 7. Providing training and assistance to new joined cashiers 8. Reporting discrepancies they find within the accounts to their superiors 9. Make daily report of transactions 10.Contribute to the hospital environmental hygiene 11. Participating in quality assurance and quality improvement of the hospital 12.Perform any other duties as assigned by immediate line Manager. 13. Submit monthly, quarterly and annually report to the supervisor 	4



2	Driver	10.II	DG of Byumba District Hospital	<p>Minimum Qualification: Driving License Category B with a minimum qualification of Ordinary Level (O Level), Advanced Level (A2) is an added value.</p> <p>Required Competencies and Key Technical Skills: -Knowledge of general mechanical skills -Diligent attention to safety skills -Vehicle maintenance skills -Writing and reading skills -Time management skills -Resource management skills -Problem solving skills -Risk management skills -Fluency in Kinyarwanda, English or and/ French. Knowledge of all is an added advantage.</p>	<ol style="list-style-type: none"> 1. Run errands as required by the hospital 2. Conducting basic maintenance checks 3. Maintaining vehicle hygiene 4. Checking all relevant equipments 5. Regularly keep vehicle maintenance records and fuel consumption 6. Keeping logs and collecting daily schedules 7. Perform any other duties as assigned by immediate line Manager. 8. Submit monthly, quarterly and annually report to the supervisor 	3
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Done at Gicumbi on 27/07/2022

KIRENGA Moses

Executive Secretary of Gicumbi District

