

JOB ANNOUNCEMENT

The Rwanda Handball Federation in collaboration with the Ministry of Sports and has established the Secretariat Office, in the office of Rwanda Handball Federation located in Kigali city at Amahoro National Stadium.

With the aim to elaborating the Federation daily Activities, the Rwanda Handball Federation (FERWAHAND) is seeking to recruit a Permanent Secretary, dynamic individual with Team building skills, strong motivation and Sport Compassion to fill the post of Permanent Secretary

Roles and Responsibilities

- ❖ Ensure the budget preparation and its execution;
- ❖ Collect, compile and update the records for staff, players, referees, coaches
- ❖ Ensure administration, existing programs, and proposed new service offerings;
- ❖ Formulate and administer internal control policies and procedures to ensure protection of Federation assets;
- ❖ Monitoring the annual operating budgets, and control its execution in compliance with the National Accounting standards;
- ❖ Prepare and monitor annual Action plans;
- ❖ Prepare and monitor the implementation of Strategic Plans;
- ❖ Ensure proper receipt and custody of funds, supported by appropriate vouchers;
- ❖ Ensure proper procedure of procurement of goods and services;
- ❖ Ensure Payments for goods and services;
- ❖ Ensure conformity and accuracy of payments requests;
- ❖ Ensure financial management and reporting;
- ❖ Ensure strong Internal Control system in the Federation;
- ❖ Ensure the management of human, material and financial resources of the Federation.
- ❖ Assess the performance of the staff and conduct assessment of performance of the Federation;
- ❖ Prepare timely monthly, quarterly and annual financial reports and activity reports for the federation.

Job Profile and Experience

- ❖ A0 in Management, Finance, Accounting or Management with specialization in Finance/Accounting
- ❖ Hold a diploma or certificate of Sports managements from a recognised institution
- ❖ To be Rwandan

- ❖ Has at least five (5) years of working experience in management of sports or related field.

Key Technical Skills, Abilities & Knowledge required

- ❖ A superior work ethic
- ❖ Gathering and summarizing information from various sources,
- ❖ Able to work with diverse and dynamic team. Commitment to openness and transparency;
- ❖ Proven effectiveness in Administration and Finance with an eye toward efficiency and continual process improvement;
- ❖ Experience with benefits administration and other Human Resources functions;
- ❖ Leadership development experience, including ability to mentor and develop the capacity building of federation members in sports management;
- ❖ Flexible and a self-starter; able to multi-task while also being willing to “roll up the sleeves” and get tasks done;
- ❖ Able to work during weekends
- ❖ Passion for our mission of broadening access to handball and its benefits;
- ❖ Knowledge of Rwanda's financial management standards and procedures;
- ❖ Leadership and management skills;
- ❖ Planning, organizational, and Budgeting skills;
- ❖ Communication skills;
- ❖ Time management Skills
- ❖ Interviewing Skills;
- ❖ Judgment & Decision-making skills;
- ❖ Excellent knowledge of MS Office;
- ❖ Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.

How to apply

The interested candidates should send their application letter, CV, photocopy of notarized academic certificates and National ID through this email ferwahand@gmail.com , **not later than December 4th, 2020 at 5:00 PM.**

Note that the only shortlisted candidate will be communicated.



President of Rwanda Handball Federation (FERWAHAND)