

REPUBLIC OF RWANDA

Kigali, on 18/01/2010



SOCIAL SECURITY FUND OF RWANDA

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The Social Security Fund of Rwanda (CSR) is a public Institution in charge of managing the social security system Fund of Rwanda consisting of pensions (old-age, invalidity, death) and occupational hazards (work related accidents and diseases) cases.

The core functions of CSR are:

1. Collecting and managing contributions as determined by laws;
2. Providing funds to beneficiaries;
3. Carrying out investments;
4. Sensitizing people on sustainable social security;
5. Examining ways of extending social security;
6. Providing advice to Government on matters relating to Social security;
7. Establishing relations and collaborating with other regional or international institutions carrying out similar missions.

In the process of modernizing our operations, we would like to recruit competent and motivated persons ready to work at any of SSFR branches or Department. If you are convinced that you have what it takes to work for a dynamic and modern organization, you are invited to apply for the following posts; Please note, only those prepared to work anywhere in the country are welcome.

N°	POSITION	ATTRIBUTIONS	SKILL REQUIRED	NUMBER REQUIRED
1.	Executive assistant	Follow up decisions made by the DG and the senior management team. Ensures that the DG's office timely to both internal and external requests. Coordinates with the Central Secretariat to ensure quality delivery of services	Bachelors degree in management, economics, law or any other related field	1
2.	Principal internal auditor	Coordinates a team of Internal Auditors to ensure that CSR systems are identified documented and frequently audited according to modern risks analysis techniques. For each audit done suggests remedial measures to mitigate identified risks or inconsistencies	Bachelor's degree Management, Finance, Law, Business Administration or any other related field.	1
3.	Principal software engineer	Coordinates a team of software engineers and programmers to support CSR national net work and LAN. Ensure all software is in good condition and integrity of the data	Bachelors degree in computer science or Business computing, Information systems, or any other field. Must have had emphasis in software engineering and programming	1
4.	Principal Actuary	Leads a team of actuaries, statisticians and econometricians to continuous monitor demographic and economic trends of Rwanda, regional and international markets and provide the right modeling for the survival of organization.	Bachelor's degree in actuarial studies or any other related field	1
5.	actuaries	Provides actuarial services to CSR and the entire pension and insurance industry in Rwanda, Ensures that the industry norms of conducting actuarial studies and producing a report at least every two years is	Bachelor's degree in actuarial studies or any other related field	2

		respected. Continuous monitors demographics, economic trends and other dynamics and gives the necessary advice to decision makers to address the situation		
6.	Recruitment Training and Development Officer	Implements recruitment, training and staff development plans. Coordinate with all stakeholders to ensure that programs delivered constantly make a positive impact on the operations of CSR	Bachelors degree Management , Business Administration, Commerce or any other related field – all with a focus on human resources / personnel management	1
7.	ECC Officer	Ensure that contributors, pensioners and all other stake holders are constantly informed of their rights and obligations. Maintains a positive public image of CSR and its services	Bachelor’s degree in Communication, Marketing, law, Management, business Administration or any other related field.	1
8.	Help desk officer	Listens to contributors, pensioners and all other stakeholders and orients their concerns to ensure that there are addressed promptly	Bachelor’s degree in communication, marketing, law, management, business administration or any other related field	1
9.	Investment and portfolio Analysis officer	Searches, analyzes and recommends new investment possibilities for management’s consideration	Bachelor’s degree in Management, Finance, business Administration or any other related degree.	1
10.	Investment monitoring and evaluation officer	Monitors and evaluates investments of CSR and makes timely recommendations on opportunities and threats on these investments	Bachelor’s degree in Management, Finance, business Administration or any other related degree	1
11	Investment / Litigation Specialist lawyer	Gives legal advice on investment and handles related litigations	Bachelor’s degree in Law. Preference to those with specialized training in Pension industry, investment and litigation handling.	1
12	Pension specialist lawyer	Provides legal advice to CSR and ensure that appeal cases are properly handled;	Bachelor’s degree in Law. Preference to those with specialized	1

		Prepare cases to be tables to court of law Interprets social security law and regulations and international convention	training in Pension industry, investment and litigation handling	
13.	Estate Officer	Assists in Managing CSR commercial properties and ensures there in good condition and always bringing in revenues	Bachelor's degree in Economics, Management, Engineering or any other related degree	1
14.	Business Analyst	Business analyst analyzes integrated user projects proposals, identify omissions and errors in requirements, and conduct feasibility studies, recommend optimum approach and participate in application development design for approved project; operationalizes procedures for the documentation, back –up, operation and serving of the applications.	Bachelor's degree in Computer Science or Business computing, information systems, electronic engineering or any other related field	1
15.	Software Engineer	Maintains all CSR software and does the necessary programming to ensure efficiency and maximum integrity of the data. Provides the necessary user support.	Bachelors degree in computer science or Business computing, Information systems, or any other field. Must have had emphasis in software engineering and programming	1
16.	Hardware & Network Engineer	Provides maintenance and support services to CSR National Network and LAN. Maintains all CSR hardware	Bachelor's degree in Computer Science or Business computing, information systems, electronic engineering or any other related field	2
17.	Enforcement & debt Management Officer	Bailiff in charge of enforcement and debt management	Bachelor's degree in Accounting, Economics, Management. Possession of ACCA is an added advantage.	1
18.	Medical Adviser	Determines the rate of incapacity for cases of occupational hazards and invalidity pension	Medical Doctor	1

19.	Nurse	Registers the rate of incapacity for cases of occupational hazards and invalidity pension	A1 in nursing profession	1
20.	Pension officers	Identifies and registers contributors-employers and employees	Bachelor's degree Management, Finance, Law, Business Administration or any other related field.	2
21.	Declaration & Return Processing Officers	Prepare and dispatch declarations, receive completed declarations and process them and address any issues in the process	Bachelor's degree Management, Finance, Law, Business Administration or any other related field.	4
22.	Investigator of Benefit Officer	Investigate pensioners or accidents claims and records to ensure eligibility and recommend accordingly	Bachelor's degree Management, Finance, Law, Business Administration or any other related field.	2
23.	Auditors / Inspectors of Contributions	Inspect employer's workplace and audit records to ensure that the right contributions are being paid at the appropriate time	Bachelor's degree in Management, finance, Business Administration, Law or any other related degree	4
24.	Secretary to Central Secretariat	Ensures that all correspondences received by central secretariat are recorded, stamped and timely oriented. Keep the professional image of CSR and orient stakeholders accordingly	At least A1 level in secretariat, law, Administration, Communication, additional training in secretarial services is an advantage.	3
25.	Administrative Assistant	Performs day-to-day office activities in the Department. Receives CSR stakeholders as well their requests and orients them accordingly. Frequently helps in preparing documents and letters.	At least A1 level in secretariat, law, Administration, Communication, additional training in secretarial services is an advantage.	6
	<i>TOTAL</i>			42

Deadline for receipt of applications is **03/03/2010** at **3.00 pm** in the Central Secretariat of Social Security Fund of Rwanda Headquarters at Kacyiru.

B.P. 250, KIGALI, RWANDA

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The file for job application shall include the following documents:

- A letter for job application written to the Director General SSFR;
- A copy of each diploma;
- A Curriculum vitae;
- Two passport photos
- Academic transcript of all years in the university.

N.B -The applicant shall add to the above documents names of two persons, the reference persons shall be among, either those who have supervised, taught or else worked with him/her.

Done at Kigali on 18/01/2010

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CSR Management