



Banque Nationale du Rwanda

National Bank of Rwanda

Human Resource Department

December 5th, 2011

JOB ANNOUNCEMENTS

The National Bank of Rwanda (BNR) Wishes to recruit candidates to the following positions :

1. Director, Research Department (1position)

A : Duties and Responsibilities

The Director of research is responsible for the leadership and development of research programmes at BNR.

- Directs and oversees the activities of Research Department in BNR including directing and overseeing the research projects undertaken by BNR research staff from the point of research design, to the final product
- Disseminates and publishes through relevant channels the research findings conducted by the BNR research team ;
- Develop a three year research programme including developing the appropriate methodology, mobilising a technical resource team and monitoring delivering of the programme;
- Responsible for staff management including promoting capacity building of staff, ensuring motivation and morale levels are high and effective performance management and development;
- Prepare workload and budget estimates for the department and responsible for cost control and the delivery of the department's business/financial targets;



B: Expected Achievements

The aspirant of this position is expected to have achieved the following:

- Supervised/conducted at least 4 projects of national and international character;
- Publish at least 4-5 Papers in international and regional journals possibly in A or B journals.
- Served in at least in one policy body at National, Regional or International level as either an advisor, a commissioner, a director or executive member.

C: Academic Qualification

This position is open to individual who holds PhD in Economics with excellent knowledge in econometrics and a profound literacy in econometrics software EVIEWS, STATA or RATS.

D: Competencies Required

- Thorough knowledge and understanding of economic developments in the country and region
- Good knowledge of quantitative methods
- Strong judgement and decision making abilities
- Good management and leadership skills
- Demonstrated ability to facilitate and maintain positive stakeholder relationships
- Good planning and organisation skills
- Build effective project teams;
- Good oral and written communication and interpersonal skills

Maximum Age is 45 years.



2. Director General, Finance and Administration

Reports to: Governor, Vice Governor

A : Duties and Responsibilities:

Reporting to the management of the Bank, the Senior Director, Finance and Administration will provide executive leadership in the day to day operational and administrative activities of the Finance and Administration Directorate

Specific responsibilities include:

- Plays a key role in the identification of strategic objectives of the Bank;
- Provides leadership in the development and implementation of the Directorates long term and short term strategy and operational plans and policies;
- Responsible for overall leadership of the HR, Finance and Procurement and Maintenance functions and manages the team to achieve its goals and objectives;
- Directs and coordinates the implementation of the Directorate's strategy in line with the overall organisational strategy;
- Monitors the performance of each department against targets set and key performance indicators;
- Steers the preparation and monitoring of the Directorates budgets for presentation to the management of the Bank and Board of Directors;
- Ensures continuous improvement of the organisation's performance standards to achieve planned goals and objectives;
- Oversees departmental operations to ensure that all activities are within statutory and legal requirements;
- Responsible for developing and managing relationships with key internal and external stakeholders;



- Ensures that the necessary reports, internal updates, situation reports and budgets are reviewed and submitted within the defined time frames and requirements;
- Oversees the implementation of policies and recommendations made by the board and advising the management of the Bank on the Directorate's performance;
- Promotes sound corporate governance and ethical standards;
- Represents the Bank in regional meetings;
- Responsible for the efficient utilisation of the Directorate's resources by overseeing the supervision and coordination of core activities.

B : Minimum Academic and Professional qualifications:

At least a Masters degree in Accounting, Finance, Business Administration or related field. Possession of relevant professional qualifications like ACCA or CPA will be an added advantage.

C : Minimum years of experience:

At least 5 years experience in the financial services sector of which three years should have been in a senior management capacity.

Maximum Age: 45



The job description related to these vacancies can be found at the National Bank of Rwanda Website, www.bnr.rw or at BNR offices in Kigali.

The interested candidates to the above posts are required to complete the online BNR application form available on BNR website; www.bnr.rw. The completed form will be submitted together with photocopies of their degrees and testimonies through recruitment@bnr.rw. Deadline for submission is 16th December, 2011 before 5: 00 pm.



KAMASA Emmanuel

**Deputy Director, HR Planning
and Development**



MURASIRA Apollinaire

**Director, Human Resources
Management**

