

REPUBLIC OF RWANDA



EASTERN PROVINCE  
 KAYONZA DISTRICT  
 RWINKWAVU DISTRICT HOSPITAL  
 Email : [rwinkwavu.hospital@moh.gov.rw](mailto:rwinkwavu.hospital@moh.gov.rw)  
 P.O.BOX : 48 NGOMA

**JOB VACANCY**

The Management of Rwinkwavu District Hospital would like to invite qualified and motivated candidates to apply for the position of cashier under contract for a period of 6 months:

NO	HEALTH DEPARTMENT	POSTS	LEVEL	SUPERVISOR	PROFILE AND QUALIFICATION	NUMBER OF POST VACANT
1	RWINKWAVU District Hospital	Cashier A2	8.II	Director of Administration Finance	To be Rwandan, To have A2 in Accountancy To be ready to start working after final test result To be able to do night work if necessary <b>Key Technical Skills &amp; Knowledge required:</b> - Knowledge of various Software such as EMR (Electronic Medical Records or Open Clinic or other Software used in Health Institutions) - Planning and organizational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgement & Decision Making Skills; - Interpersonal skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	3

**HOW TO APPLY:**

Interested candidates must submit their application documents composed of Application letter to Director General, CV, and copy of required A2 diploma and copy of identity card in secretariat of Rwinkwavu District Hospital not later than 18<sup>th</sup> October 2022. The selected candidate for examination will be published at Rwinkwavu Hospital on 19<sup>th</sup> October 2022 and the examination will be done on 24<sup>th</sup> October 2022.

Done at Rwinkwavu, on 11/10/2022

Dr. MWISENEZA Phoebe  
 Director General

