



**JOB ADVERTISEMENT AT THE OFFICE OF THE AUDITOR GENERAL
OF STATE FINANCES (OAG)**

Background

The Office of the Auditor General (OAG) is Rwanda's Supreme Audit Institution. It derives its mandate and independence from articles 166 and 167 of the Constitution of the Republic of Rwanda. This mandate is detailed in the law no 79/2013 of 11/09/2013, determining the mission, organisation and functioning of the Office of the Auditor General of State Finances as amended to date. The Office has legal personality, financial and administrative autonomy. OAG is responsible for the following:

- Auditing and reporting on accounts of all public entities, local administrative entities, public enterprises, parastatal organisations and projects;
- Conducting financial, compliance, performance (economy, efficiency and effectiveness) and special audits in respect of expenditure in all institutions referred to above;
- Conducting accountability, management and strategic audits of accounts in the institutions mentioned above.

OAG offers great opportunities for career growth, training and, above all, an opportunity to serve the nation in promoting accountability, transparency and best practice in Government operations as a means to good governance.

To fulfil its mandate, the Office of the Auditor General of State Finances wishes to recruit competent and skilled staff for the following positions:

A. PERFORMANCE AUDITORS

1. JOB TITLE: PERFORMANCE AUDITOR- QUANTITY SURVEYOR

JOB LEVEL: 5.V

NUMBER OF VACANT JOB POSITION: (1)



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a) Job Summary

Performance auditor conducts performance audits of government agencies, programs, or activities. Newly recruited auditors receive tailored performance audit trainings that enable to carry out the work assigned to them.

The performance auditor analyzes complex management practices and operations either individually or as a member of an audit team. As an audit team member, the performance auditor assists in the development of the audit plan for the team, conducts a particular phase or section of the audit and contributes in audit report writing.

This involves the independent review and evaluation of the economy, efficiency, effectiveness and legal compliance of a wide variety of government agencies, programs and activities.

b) Job responsibilities

- Understand operations and legal framework of audited government agencies and programs.
- Develop and carry out audit tests and procedures.
- Gather and analyze basic data on the functions, operations, and performance of government agencies, programs, or activities.
- Interview audited entity 'staff and other stakeholders in data gathering and analysis.
- Develop audit findings.
- Assist in writing audit reports.
- Provide technical support and other matters concerning audit processes
- Perform additional audit-related duties as delegated.

C) Job requirements

- Bachelor degree in Quantity Surveying
- At least two (2) years of proven relevant working experience;
- Being 35 years old or less;
- Being Rwandan citizen.



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2. JOB TITLE: PERFORMANCE AUDITOR- STATISTICIAN/ DATA SCIENTIST

JOB LEVEL: 5.V

NUMBER OF VACANT JOB POSITION: (1)

a) Job Summary

Performance auditor conducts performance audits of government agencies, programs, or activities. Newly recruited auditors receive tailored performance audit trainings that enable to carry out the work assigned to them.

The performance auditor analyzes complex management practices and operations either individually or as a member of an audit team. As an audit team member, the performance auditor assists in the development of the audit plan for the team, conducts a particular phase or section of the audit and contributes in audit report writing.

This involves the independent review and evaluation of the economy, efficiency, effectiveness and legal compliance of a wide variety of government agencies, programs and activities.

b) Job responsibilities

- Understand operations and legal framework of audited government agencies and programs. Develop and carry out audit tests and procedures. Gather and analyze basic data on the functions, operations, and performance of government agencies, programs, or activities.
- Interview audited entity 'staff and other stakeholders in data gathering and analysis.
- Develop audit findings.
- Assist in writing audit reports.
- Provide technical support and other matters concerning audit processes
- Perform additional audit-related duties as delegated.

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c) Job requirements

- Bachelor's degree in Statistics or Data Science ;
- At least two (2) years of proven working experience in Statistics or data analytics related fields;
- Being 35 years old or less;
- Being Rwandan citizen.

B. IT AUDITORS

1. JOB TITLE: INFORMATION SYSTEM AUDITOR

JOB LEVEL 5. V

NUMBER OF VACANT JOB POSITIONS (4)

a) Job Summary

Information System (IS) Auditors conduct Audits of Government Information Technology (IT) Systems. Newly recruited auditors receive tailored audit training that enables them to carry out audit work.

IS Auditors review controls in and around the IT systems environment either individually or as member of an audit team. As an audit team member, the auditor assists in the development of the audit plan, performs assigned tasks and contributes to audit report writing.

This requires an in-depth understanding of system controls both IT general and application controls. Accordingly, this will require the creative application of analytical skills and the summarization of findings and recommendations into concise and accurate written reports.

b) Job Responsibilities

- Review and analyse IT policies, laws, and guidelines to identify control deficiencies and make appropriate recommendations;
- Inspect the documentation and technical specifications for acquired or upgraded IT infrastructure;

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- Analyze emerging cyber security threats;
- Identify attacks, intrusions and unusual, unauthorized or illegal activities;
- Identifying and analyzing network and server problems;
- Investigate security threats and management responses;
- Identify and analyze abuse of permissions by authorised systems users;
- Effectively present ideas and recommendations both orally and in writing.

c) Job Requirements

- A Bachelor’s degree in computer science, computer engineering, information systems, management information systems, business information systems;
- Must have knowledge of Operating Systems;
- At least one (1) year of proven working experience as a system or network administrator;
- Being 35 years old or less;
- Being a Rwandan citizen.

C. IT SUPPORT STAFF

1. JOB TITLE: IT OFFICER IN CHARGE OF INFORMATION SECURITY

JOB LEVEL 4.VI

NUMBER OF VACANT JOB POSITION (1)

a) Job summary

IT Officer in charge of information security is responsible for ensuring the OAG internal network is working permanently without any deficiency so that all systems are operational and allow the ICT Department to achieve its operational strategic focus so as to achieve the overall OAG strategic objectives.

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b) Job responsibilities;

- To protect OAG Information and its Infrastructure from external and Internal Threats;
- Assure that OAG complies with statutory and regulatory requirements regarding Information access, security and privacy;
- Development of OAG information security policies, standards and procedures;
- Develop, implement and incident reporting and response system to address OAG security incidents (breaches), respond to alleged policy violations, or complaints from external parties;
- Design, support OAG security systems, X-Ray luggage scanners, Walkthrough, Camera surveillance, etc.

c) Job requirements;

- Bachelor's Degree in either Computer science, Computer engineering, Information system Technology from a recognized University;
- Being 35 years old or less;
- Experience of at least one (1) year;
- Being a Rwandan citizen.

2. JOB TITLE: IT OFFICER IN CHARGE OF SOFTWARE, DATABASE ADMINISTRATOR.

JOB LEVEL 4.VI

NUMBER OF VACANT JOB POSITION (1)

a) Job responsibilities;

- The performance, integrity and security of a database.
- Involvement in the planning and development of Software applications and database
- Troubleshooting any issues on behalf of the users.
- Maintain the OAG website and Intranet
- Analyze OAG website layouts and structures, HTML coding, navigation

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- systems, etc., for optimizing the content with a view to receive top search engine rankings and enhance the visibility of the website.
- Plan out future modifications for the site and keep abreast with new technologies and software to develop the online presence and success of the site.

b) Job requirements;

- Bachelor's Degree either in Computer science, Software engineering, Computer engineering, Information technology or Business Information Systems from a recognized University;
- Being 35 years old or less;
- One (1) year of proven working experience in software and Database administration;
- Being a Rwandan citizen.

Interested candidates are required to submit their application letters in English language to the Office of the Auditor General of State Finances along with an updated CV, the relevant academic degree, work certificate and a copy of National Identity Card, on <https://recruitment.oag.gov.rw/> not **later than Monday 12th February 2024 at 5:00 P.m.**

Female candidates are highly encouraged to apply.

NOTES:

1. **All applications must be addressed to Auditor General.**
2. **Interested candidate should apply on only ONE (1) position**
3. **All documents should be in PDF format.**
4. **Proof that interested candidates have completed at least three (3) years of service in the same public institution (If the candidate is currently a public servant)**

Kigali, 02nd February 2024

MULIGO Olive
Secretary General

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