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Ref: N°538/25.0/ROLS/25

**RWANDA ORGANIZATION OF LAND SURVEYORS**

**SUBJECT: CALL FOR APPLICATIONS – ADMIN AND FINANCE OFFICER**

The Rwanda Organization of Land Surveyors (ROLS) is a recognized professional body established to promote high standards of practice, ethics, and capacity development in the land surveying profession.

ROLS hereby invites qualified and motivated individuals to apply for the position of **Admin and Finance Officer**, who will be responsible for ensuring effective administrative management and sound financial oversight of the organization's operations.

**Key Responsibilities**

- Manage day-to-day administrative tasks and organizational records.
- Prepare budgets, financial reports, and ensure compliance with financial policies.
- Coordinate meetings, workshops, and member communications.
- Maintain accurate accounting and oversee payment systems.

**Required Qualifications**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- At least two (2) years of relevant experience.
- Proficiency in accounting software (e.g., QuickBooks) and MS Office.
- Strong organizational, analytical, and communication skills.

**Application Requirements**

Interested candidates should submit:

1. A signed application letter addressed to the Governing Council of ROLS.
2. A detailed CV with at least two referees.
3. Copies of academic and professional certificates.

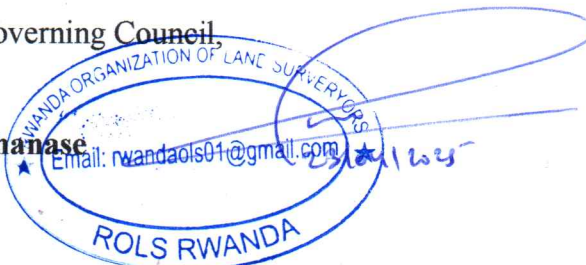
Applications must be sent on email [career@rols.rw](mailto:career@rols.rw) with the subject line: **"Application – Admin and Finance Officer"** no later than **April 30<sup>th</sup>, 2025**.

Only shortlisted candidates will be contacted.

Done at Kigali,

On behalf of ROLS Governing Council,

**Eng. GASIRABO Athanase**  
**ROLS Chairperson**





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## RWANDA ORGANIZATION OF LAND SURVEYORS

### Terms of Reference (ToR) for Admin and Finance Officer

#### 1. Background

The Rwanda Organization of Land Surveyors (ROLS) is a professional body mandated to advance the surveying profession in Rwanda by promoting best practices, ethical conduct, continuous professional development, and advocacy for the interests of land surveyors.

To fulfill its objectives efficiently, ROLS seeks the services of an Admin and Finance Officer to provide critical support in organizational management and financial stewardship.

#### 2. Position Title:

**Admin and Finance Officer**

#### 3. Duty Station:

ROLS Secretariat – Kigali, Rwanda

#### 4. Duration:

Initial one-year renewable contract, subject to performance and availability of funds

#### 5. Purpose of the Role

The Admin and Finance Officer will oversee the day-to-day administrative operations and financial management of the organization, ensuring transparency, accountability, and operational efficiency.

#### 6. Key Responsibilities

##### A. Finance Management

- Develop and implement sound financial management systems and procedures.
- Prepare annual budgets, forecasts, and financial reports for the Governing Council and Annual General Assembly.
- Maintain accurate financial records including income, expenditures, bank reconciliations, and payroll.
- Ensure timely preparation and submission of financial statements in compliance with Rwandan laws.
- Monitor grant/funding disbursements and expenditures in accordance with donor or member requirements.
- Assist in external and internal audits and implement audit recommendations.
- Maintain relationships with banks and financial institutions on behalf of the organization.



## **B. Administration and Operations**

- Manage office logistics, procurement, and resource allocation.
- Maintain accurate records of ROLS members, correspondences, and official documentation.
- Support the coordination and documentation of Governing Council and General Assembly meetings (minutes, invitations, and venues).
- Coordinate workshops, trainings, and CPD activities in collaboration with technical teams.
- Ensure proper filing systems (hard and soft copies) for all organizational records and archives.

## **C. Human Resource and Asset Management**

- Assist in managing staff contracts, leave records, and performance appraisals.
- Maintain up-to-date inventory and oversee the proper use and maintenance of ROLS assets.
- Support recruitment, onboarding, and training of new staff or volunteers.

## **D. Communication and Stakeholder Support**

- Serve as a focal point for administrative inquiries from members, partners, and government institutions.
- Draft official letters, reports, and correspondence as needed.
- Contribute to ROLS visibility.

## **7. Reporting Line**

Reports directly to **ROLS Governing Council**.

## **8. Required Qualifications and Experience**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- Minimum of 2 years of relevant experience in finance and administration, preferably with NGOs, professional bodies, or member-based associations.
- Strong knowledge of accounting principles and financial reporting standards.
- Proficiency in accounting software (e.g., QuickBooks, Sage) and Microsoft Office Suite.
- Familiarity with Rwanda's tax laws, labor code, and regulatory compliance frameworks.
- Fluency in English and Kinyarwanda; knowledge of French is an added advantage.

## **9. Key Competencies**

- High integrity and professional ethics
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Attention to detail and accuracy
- Ability to work independently and as part of a team
- Commitment to the values and vision of ROLS

## **10. Performance Evaluation**

Performance will be evaluated annually based on the effectiveness of financial and administrative systems, compliance with regulations, and support to the organization's programs.

