



MUHABURA MULTICHOICE COMPANY LTD

KIGALI - RWANDA

P.O.Box: 4943 KIGALI ;Tin N°: 103405294 ;
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JOB VACANCY ANNOUNCEMENT

MUHABURA MULTICHOICE COMPANY Ltd (MMC Ltd) is a business oriented company with a mandate, among others, to expand, maintain and enhance the efficiency of production activities that were formerly implemented by RCS. It was officially registered as a Government Company on 10th September 2014 by RDB. The multidisciplinary company focuses on agriculture, soap making, wood working, construction and other activities.

The management of MMC Ltd is planning to recruit committed and qualified staff to fill the following vacant positions:

1. ACCOUNTANTS (NUMBER OF POSITIONS: 02)

Key Responsibilities

- Recording of daily sales
- Ensure that all books of accounts and records related to payments are properly filled and under safe custody.
- Record taxes withheld and ensure its payment to the tax authorities is done on time;
- Receive, verify and record all transactions related to payment based on GAAP applicable in Rwanda;
- Prepare payment vouchers for all approved and scheduled payments.
- Verify payment documents to ensure that they are fully supported before processing the payment.
- Post into system all payments done and ensure that the entries are completed and accurate
- Perform monthly / weekly bank reconciliations, sign off on each and submit them to the direct supervisor for review
- Submit monthly report showing the variance between the cash budget and the cash flows over the month
- Ensure that all deposits into the bank are receipted and will maintain a file for all receipts i.e. Client and other deposits.
- Verify the payment documents to ensure that they are fully supported before processing the payments
- Perform regular reconciliation statement for all MMC Ltd accounts
- Perform any other tasks as may be assigned by the DAF.

Requirements

- Must have a Bachelor's degree in accounting, finance or related fields with 2 years of working experience
- Ability to communicate (speaking and writing) in English or French

2. LABORATORY TECHNICIAN FOR SOAP PLANT (NUMBER OF POSITIONS: 01)

Key Responsibilities

- Perform quality control tests in the lab as well as on site when necessary
- Perform laboratory analysis of raw materials and finished products
- Perform and document quality control of all tests done in the service
- Set up, clean and maintain laboratory equipment
- Enter data from analysis into computer for laboratory information system
- Respect safety rules and procedures and able to work in any assigned task performed in the laboratory
- Clean, dry and sterilize laboratory materials when needed
- Assist with testing and calibrating lab equipment in preparation for specific tasks
- Perform quality control tests of ingredients, completed products and products samples
- Follow all company policies and procedures to ensure product integrity and quality control
- Analyze retrieved data and prepare reports for laboratory management
- Recognize and report any soap plant safety issues

REQUIREMENTS

- English or French proficiency is required
- At least a Diploma (A1) in Laboratory, Biomedical laboratory, Chemistry or related fields with two years of working experience

Interested candidates for the above mentioned jobs shall fill the application form available on the link <http://psc.gov.rw/index.php?id=127> of Rwanda Public Commission and send it to email muhaburamultichoice@yahoo.com / info@mmc.rw with a copy of required degree (not notified), copy of identity card, details of 3 referees including current employer and proof of experience where it is required or bring hard copies at the Head Office located at Kimironko, Triumph House, near Kibagabaga road junction not later than 06/12/2018.

Please note that:

- Applications which do not meet the specified minimum requirements or are received after the closing date will be rejected
- Application materials will not be returned
- Candidates with Degree/Diploma from abroad will be requested to show the Equivalence from High Education Council (HEC)
- Candidates should not apply for more than one position

For more information, contact (+250) 787356986

Done at Kigali on ..26 November, 2018

Schadrack NKURIKIYUMUKIZA
Maj.
Director General

