

VACANCY ANNOUNCEMENT

Rwanda Investigation Bureau is looking for highly qualified personnel for the following vacancies. Kindly pick a position of your fields and bring your application letter and CV at RIB HQ's located at Kimihurura not later than **24 January 2020**, indicating the job you are applying for.

S/N	POST	Level	Available Positions	Required Profile	Key Technical Skills
1	Communication Officer	4.II	1	Bachelor's degree in Public Relations, Media, Journalism or law with 2 years of working experience	<ul style="list-style-type: none"> ❖ Excellent communication skills both orally and in writing; ❖ Ability to write and produce presentations and press releases; ❖ Capacity to analyze media coverage; ❖ Knowledge in designing, writing and/or producing presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for web sites and promotional videos; ❖ Excellent interpersonal skills; ❖ Computer literacy; ❖ Presentation skills; ❖ Creativity; ❖ Fluent in Kinyarwanda, English and French
2	HR Officer	4.II	1	Bachelor's degree in Human Resource Management, Management, Public Administration or Administrative Sciences	<ul style="list-style-type: none"> ❖ Knowledge of human resources concepts, practices, policies and procedures; ❖ Knowledge of organizational structure, workflow and operating procedures; ❖ Leadership and management skills; ❖ Planning and organizational skills; ❖ High Analytical Skills; ❖ Time management Skills; ❖ Judgment & Decision making skills; ❖ Complex Problem Solving Skills; ❖ Fluent in Kinyarwanda, English and French.
3	Internal Auditor	5.II	1	Bachelor's degree in Accounting, Public Finance, Management or other related field with 4 years of working experience.	<ul style="list-style-type: none"> ❖ Knowledge of financial, HR regulations and procedures; ❖ Conversant with financial software's; ❖ Planning skills; ❖ High analytical skills;




				<ul style="list-style-type: none">❖ Report writing and presentation skills;❖ Time management skills;❖ Interpersonal skills;❖ Skilled in problem solving;❖ Clear logical thinking;❖ Fluent in Kinyarwanda, English and French.	
4	124/7 & Communication Officer	6.II	3	Bachelor's degree in Law, Communication, International Relations, Criminal Investigation or Crime Intelligence	<ul style="list-style-type: none">❖ A thorough understanding of the 124/7 system;❖ Good understanding of the work of law enforcement agencies and the criminal justice system;❖ High analytical skills;❖ Report writing and presentation skills;❖ Computer Literacy;❖ Coordination, planning and organizational skills;❖ Interpersonal skills;❖ Collaboration and team working spirit;❖ Effective communication skills;❖ Administrative skills;❖ Time management skills;❖ Fluent in Kinyarwanda, English and French
5	Fugitive tracking officer	6.II	1	Bachelor's degree in Law, communication, International Relation, Public Administration, Management or Business Administration with 2 years of working experience and advanced/professional courses in relation to INTERPOL working system	<ul style="list-style-type: none">❖ Knowledge of the legal cooperation and mutual legal assistance;❖ Report writing and presentation skills;❖ Computer Literacy;❖ Coordination, planning and organizational skills;❖ Interpersonal skills;❖ Collaboration and team working spirit;❖ Effective communication skills;❖ Administrative skills;❖ Time management skills;❖ Fluent in Kinyarwanda, English and French
6	Crime Scene Response Investigator	5.II	3	Bachelor's degree in Law, Forensic Sciences, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies with 3 years of working experience and advanced courses in	<ul style="list-style-type: none">❖ Analytical skills;❖ Coordination, planning and organizational skills;❖ Report writing and presentation skills;❖ Computer Literacy;❖ Interpersonal skills;❖ Collaboration and team working spirit;



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7	Anti-Corruption Investigator	5.II	1	Bachelor's degree in Law, Management, Economic, Accounting, Finance, Public Finance, Business Administration with 2 years of working experience and advanced/professional courses in investigating Public Funds Embezzlement and corruption crimes	<ul style="list-style-type: none">❖ Effective communication skills;❖ Administrative skills;❖ Time management skills;❖ Fluent in Kinyarwanda, English and French
8	Illicit & Counterfeit Goods Crime Investigators	5.II	1	Bachelor's degree in Law, Biology, Chemistry, Clinical Psychology, Theology, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations and Social Studies with 2 years of working experience and basic courses in investigating Illicit & Counterfeit goods crimes	<ul style="list-style-type: none">❖ Ability to lead investigations and assign roles to investigation team members;❖ Extensive knowledge and understanding of the Rwandan Criminal Justice System;❖ Leadership skills;❖ Analytical skills;❖ Report writing and presentation skills;❖ Computer Literacy;❖ Coordination, planning and organizational skills;❖ Interpersonal skills;❖ Collaboration and team working spirit;❖ Effective communication skills;❖ Administrative skills;❖ Time management skills;❖ Fluent in Kinyarwanda, English and French
9	ATHB Investigation Officer	5.II	1	Bachelor's degree in Law, Management, Finance, Public Finance, Economics, Accounting, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies with 2 years of working experience	<ul style="list-style-type: none">❖ Ability to conduct criminal investigations;❖ Computer Literacy;❖ Interpersonal skills;❖ Collaboration and team working spirit;❖ Effective communication skills;❖ Administrative skills;❖ Time management skills;❖ Fluent in Kinyarwanda, English and French





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10	Counselling Officer	5.II	1	Bachelor's degree in Law, Clinical Psychology, Public Health, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies with 2 years of working experience	<ul style="list-style-type: none"> ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
11	Coordination & Monitoring Officer	5.II	1	Bachelor's degree in Law, Development Studies, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies	<ul style="list-style-type: none"> ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
12	Digital Forensic Investigator	5.II	1	Bachelor's degree in Computer Science, Information and technology or information security with 2 years of working experience	<ul style="list-style-type: none"> ❖ Analytical skills; ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
13	Malware Investigator	5.II	1	Bachelor's degree in Computer Science, Information and technology or information security with 2 years of working experience	<ul style="list-style-type: none"> ❖ Analytical skills; ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit;



				<ul style="list-style-type: none"> ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
14	Cyber Fraud Investigator	5.11	1	<p>Bachelor's degree in Computer Science, Information and technology or information security with 2 years of working experience</p> <ul style="list-style-type: none"> ❖ Analytical skills; ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
15	Investigative Operators	5.11	1	<p>Bachelor's degree in Law, Management, Finance, Public Finance, Economics, Accounting, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies with 2 years of working experience</p> <ul style="list-style-type: none"> ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
16	Technical Intelligence Officer	5.11	7	<p>Bachelor's degree in Law, Management, Finance, Public Finance, Economics, Accounting, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations and Social Studies, with an advanced/professional courses in technical intelligence collection with 2 years of working experience.</p> <ul style="list-style-type: none"> ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French



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17	Open Source Intelligence Officer	5.11	3	Bachelor's degree in Law, Management, Finance, Public Finance, Economics, Accounting, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies with an advanced/professional course in open source intelligence with 2 years of working experience	<ul style="list-style-type: none"> ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
18	CBRNE Officer	5.11	3	Bachelor's degree in Law, Management, Finance, Public Finance, Economics, Accounting, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies with Basic courses in CBRNE with 2 year of working experience	<ul style="list-style-type: none"> ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
19	Community Awareness Officer	5.11	1	Bachelor's degree in Law, Management, Finance, Public Finance, Economics, Accounting, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies with a basic course in counter terrorism fighting and awareness with 2 years of working experience	<ul style="list-style-type: none"> ❖ Extensive knowledge and understanding of the Rwandan Criminal Justice System; ❖ Good understanding of the working of law enforcement agencies in general and criminal justice process in particular; ❖ Ability to lead simultaneous community awareness activities; ❖ Leadership skills; ❖ Analytical skills; ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French



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20	Planning Officer	5.11	1	Bachelor's degree in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management or Public Administration	<ul style="list-style-type: none"> ❖ Knowledge of results based management, logical framework approach, strategic planning processes and tools; ❖ Knowledge of Strategic planning; ❖ Knowledge of organizational structure, workflow & operation procedures; ❖ Computer Skills; ❖ Organizational Skills; ❖ Communication Skills; ❖ High Analytical Skills; ❖ Time management Skills; ❖ Team working Skills; ❖ Fluent in Kinyarwanda, English and French
21	M&E Officer	5.11	1	Bachelor's degree in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management or Public Administration	<ul style="list-style-type: none"> ❖ Knowledge of results based management, logical framework approach, strategic planning processes and tools; ❖ Knowledge of Strategic planning; ❖ Knowledge of organizational structure, workflow & operation procedures; ❖ Computer Skills; ❖ Organizational Skills; ❖ Communication Skills; ❖ High Analytical Skills; ❖ Time management Skills; ❖ Team working Skills; ❖ Fluent in Kinyarwanda, English and French
22	Maintenance Technician	5.11	1	Bachelor's degree in Management, Maintenance engineering or Store Management	<ul style="list-style-type: none"> ❖ Knowledge of Management of Material Resources; ❖ Knowledge of supply chain management; ❖ Organizational Skills; ❖ Computer Skills; ❖ Communication Skills; ❖ Report writing & Presentation Skills; ❖ Analytical Skills; - Interpersonal Skills; ❖ Time management Skills; ❖ Negotiation Skills; ❖ Team working Skills; ❖ Problem Solving Skills; ❖ Fluent in Kinyarwanda, English and French



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23	Customer Care Officers	6.II	1	Bachelor's degree in Communication, Public Relations, International Relations, Journalism, Marketing, Linguistics or Literature	<ul style="list-style-type: none"> ❖ Excellent interpersonal skills; ❖ Knowledge in customer care satisfaction; ❖ Knowledge in hospitality management; ❖ Public speaking skills; ❖ Time management skills; ❖ Organizational skills; ❖ Excellent communication skills; ❖ Computer skills; ❖ Fluent in Kinyarwanda, English, French and/or Swahili; knowledge of all is an advantage
24	Head of Central Secretariat	7.II	1	Bachelor's degree in Secretarial Studies, Office Management, Public Administration, Management or AI in Secretarial Studies, Management with 5 years of working experience	<ul style="list-style-type: none"> ❖ High standards of professional ethics and secrecy; ❖ Office Management skills; ❖ Excellent Communication; ❖ Organizational and interpersonal skills; ❖ Computer knowledge; ❖ Analytical and problem solving skills; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
25	Chief Assistant Investigator at Station Bureau	7.II	8	Bachelor's degree in Law, Management, Finance, Public Finance, Economics, Accounting, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies with 2 years of working experience and advanced courses in crime intelligence or investigation.	<ul style="list-style-type: none"> ❖ Ability to lead investigations and assign roles to investigation team members; ❖ Extensive knowledge and understanding of the Rwandan Criminal Justice System; ❖ Leadership skills; ❖ Analytical skills; ❖ Report writing and presentation skills; ❖ Computer Literacy; ❖ Coordination, planning and organizational skills; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills;
26	Fugitive tracking support staff	8.II	8	Bachelor's degree in Law, communication, International Relation, Public Administration, Management or Business Administration	<ul style="list-style-type: none"> ❖ Computer Literacy; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills;



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					❖Fluent in Kinyarwanda, English and French
27	Cashier	8.11	1	A2 in accountancy with 2 years of working experience in the field of management of money	❖Confidentiality and secrecy; ❖Collaboration and team working spirit; ❖Communication skills; ❖Computer literacy; ❖Time management skills; ❖Fluent in Kinyarwanda, English and French
28	Surveillance Officers	8.11	9	A2 in any field related to his or her work	❖Confidentiality and secrecy; ❖Interpersonal skills; ❖Collaboration and team working spirit; ❖Communication skills; ❖Time management skills; ❖Fluent in Kinyarwanda, English and French
29	Operation Officers	8.11	5	A2 in any field related to his or her work	❖Confidentiality and secrecy; ❖Interpersonal skills; ❖Collaboration and team working spirit; ❖Communication skills; ❖Time management skills; ❖Fluent in Kinyarwanda, English and French
30	Tactical Response Team Officer	8.11	10	A2 in any field related to his or her work	❖Confidentiality and secrecy; ❖Interpersonal skills; ❖Collaboration and team working spirit; ❖Communication skills; ❖Time management skills; ❖Fluent in Kinyarwanda, English and French
31	Secretary in Central Secretariat	8.11	1	A1 in Secretarial Studies, Office Management or Bachelor Degree in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law	❖High standards of professional ethics and secrecy; ❖Office Management skills; ❖Excellent Communication; ❖Organizational and interpersonal skills; ❖Computer knowledge; ❖Time management skills;



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				❖ Fluent in Kinyarwanda, English and French
32	Secretary to RIB High Council	8.11	1	A1 in Secretarial Studies, Office Management or Bachelor Degree in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law ❖ High standards of professional ethics and secrecy; ❖ Office Management skills; ❖ Excellent Communication; ❖ Organizational and interpersonal skills; ❖ Computer knowledge; ❖ Time management skills; ❖ Fluent in Kinyarwanda, English and French
33	Assistant Investigator at Station Bureau	8.11	30	Bachelor's degree in Law, Management, Finance, Public Finance, Economics, Accounting, Professional Police Studies, Sociology, Business Administration, Public Administration, Administrative Sciences, Education Sciences, International Relations or Social Studies with basic crime investigation Course ❖ Ability to conduct criminal investigations; ❖ Computer Literacy; ❖ Interpersonal skills; ❖ Collaboration and team working spirit; ❖ Effective communication skills; ❖ Administrative skills; ❖ Time management skills; ❖ Fluency in Kinyarwanda

Done at Kigali, on 17 Monday 2020



Theoneste SEZIRAHIGA

Director General of Administration and Finance and Chief Budget Manager

