JOB ADVERTISEMENT

The National Council of Nurses and Midwives (NCNM) is a regulatory body established by Law of Parliament № 25/2008 of 25/07/2008. Its principal function is to protect the public from any harm that may result from the practice of a nurse of midwife, by setting standards of education and practice, as well as registering only those who are eligible and competent to practice.

In order to effectively operate and fulfil its obligations, the NCNM is interested in employing dependable and competent candidates to fill the following posts of: Accountant (1); Legal advisor (1).

1. Accountant

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Accountant</th>
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<tbody>
<tr>
<td>JOB SPECIFICATION</td>
<td>Financial accounting</td>
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<tr>
<td>JOB SUMMARY</td>
<td>The National council is in search of a self-motivated and qualified accountant. The Accountant will be responsible for the NCNM financial accounting and work closely with and under the financial Manager.</td>
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</tbody>
</table>
| QUALIFICATION AND EXPERIENCE | – Minimum of a bachelor's degree in accountancy or public finance  
– Additional relevant qualification is an advantage.  
– Language proficiency in English and French  
– Minimum relevant experience of two years of full-time employment in a recognized institution. Experience in the private sector would be added advantage  
– Having financial and accounting skills |
| RESPONSIBILITIES AND DUTIES | – Prepare documents related to financial transactions  
– Keep records of different financial transactions and keeping the books of accounts up to date |
- Prepare a cash flow report on monthly, quarterly and annual bases for each source of funding
- Prepare a budget and financial statements
- Prepare documents for payment of salaries and wages
- Accomplish assigned duties by demonstrating innovative, quick and competent operations
- Ready to work under pressure
- Participate in the preparation of the accounting files before presenting them to the relevant authorities
- Prepare requirements for conducting workshops, meetings and other activities
- Carry out any other duties as may be necessary

2. Legal Advisor

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<th>JOB TITLE</th>
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<td>JOB SPECIFICATION</td>
<td>Legal advice</td>
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<tr>
<td>JOB SUMMARY</td>
<td>The National council is in search of a self-motivated and qualified legal advisor of high integrity with excellent communication skills to provide advisory services on all legal and related matters to the NCNM.</td>
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</table>
| QUALIFICATION AND EXPERIENCE | - Bachelor’s degree in Law  
- Language proficiency in English, French and Kinyarwanda  
- Knowledge in health policies and procedures is an added advantage  
- A minimum of two years of practice experience in a recognized institution would be an advantage |
| RESPONSIBILITIES AND DUTIES | - Draft legal and regulatory documents of the NCNM;  
- Provide legal advice on documents submitted to the NCNM;  
- Review complaints or queries from members of the public or institutions;  
- Ensure follow-up of laws and subsidiary laws submitted to the line Ministry, Cabinet and Parliament;  
- Examine any received document on litigation when in the NCNM interest and advise the decision makers;  
- Draft preliminary instructions on litigations and assess the application of laws and regulations when in the interest of the NCNM;  
- Collect and record judicial precedents on appeals when in the interest of the NCNM  
- Follow up legal proceedings where NCNM may be involved  
- Handle any legal matters that affect the NCNM  
- Make plans and draft documents for providing guidance on Professional Ethics and updating it for improvement of professional conduct |
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<th><strong>HISTORY OF THE ORGANISATION</strong></th>
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<td>- Review and maintain records of all professional conduct proceedings</td>
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<td>- Organise professional conduct cases and process them accordingly</td>
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<td>- Liaise with the registration department regarding professional conduct information on registrants</td>
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<td>- Undertake other activities as delegated by the supervisor</td>
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**HOW TO APPLY**

Interested candidates should submit their curriculum vitae, academic credentials and any other relevant documents, not later than **17th August 2020**. Signed applications letters should be addressed to the **“NCNM Registrar”** via email provided below on the following address:

**E-mail:** info@ncnm.rw

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KK 15 Road, St. 514, House № 80 (Opp. Kicukiro District HQs)
2nd floor

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