

20 – 11 - 2025

Job advertisement for Rwanda Medical Supply Limited (RMS Ltd):

RMS Ltd is a State-owned company created by the Government of Rwanda with the mandate of managing the end-to-end health supply chain for Rwanda. RMS Ltd provides pharmaceuticals and health commodities towards 5 rights: the right patient, the right drug/dose, the right cost, the right route, and the right time. The vision of RMS Ltd is to ensure quality and timely availability of all health commodities to the public through a cost-efficient, sustainable and effective supply chain. Drugs will be available throughout the country through an economical and financially sustainable supply chain that can meet current and future need and manage increasing complexity RMS Ltd is looking for qualified, dedicated & experienced individual to fill the following position:

- Accountant**Tasks and responsibilities.**

- Elaborate the financial files before presenting them to the RMS leadership
- Prepare documents related to financial transactions, (undertakings, withdrawals and payments)
- Record different financial transactions and keeping up-to-date different books of account
- Prepare a cash flow periodic report for each source of funds
- Prepare and submit Annual Financial Statements
- Prepare documents for the payment of salaries
- Prepare and submit periodic report to the immediate supervisor

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Qualifications and Skills:

Bachelor's degree in accounting, Finance or Business Administration. Being registered in professional training programs such ACCA, CIMA, and CPA with proof that some parts of the training were completed. At least **5 years** of working experience in the position of accountant.

Knowledge and technical skills required:

- High analytical and problem-solving skills.
- Decision making skills.
- Excellent communication skills.
- Very effective organization skills.
- Team working skills.
- Computer skills (advanced excel, word and power point)

Job application procedure.

Interested candidates should send their application documents (in one PDF document) including Application letter, Curriculum Vitae, copy of ID, copies of degree certificates and professional certificates, motivation letter, names of three previous supervisors as well as their emails and telephones.

All applications are to be addressed to the Chief Executive Officer of Rwanda Medical Supply Ltd through the following email address: recruitment@rmsltd.rw

Deadline for application: Thursday, 11/12/ 2025 at 5:00 pm.

NB:

1. Only applications sent via the above e-mail shall be considered.
2. Only Candidates with the right qualifications and relevant experience shall be shortlisted and contacted.
3. Incomplete applications shall be rejected.

