



REPUBLIKA Y'U RWANDA
REPUBLIC OF RWANDA



URWEGO RW'IGIHUGU RUSHINZWE INTWARI Z'IGIHUGU, IMIDARI N'IMPETA BY'ISHIMWE
CHANCELLERY FOR HEROES, NATIONAL ORDERS AND DECORATIONS OF HONOUR (CHENO)

Kigali / /
N°/ES/DAF/HR/2016

VACANCY ANNOUNCEMENT

Chancellery for Heroes, National Orders and Decorations of Honour (CHENO) was established by the **constitution of 2003, revised in 2015 in its article 139 and it is determined by the law n° 13 bis /2009 of 16/06/2009** determining the responsibilities, structure and functioning of the Chancellery for Heroes, National Orders and Decorations of Honor.

CHENO is seeking to recruit a self-motivated and competent person for the position of the Legal affairs Officer

i. Key duties and responsibilities

Under the supervision of the Executive Secretary, the Legal Affairs officer shall be responsible for all legal and contractual aspects and issues involving the institution. In particular he/she shall have the following responsibilities:

1. Provide legal opinions on cases or files and contracts engaging the institution:

- ✓ Handle legal issues, providing legal advice on contractual, staff, financial and institutional matters to ensure their compliance with applicable laws, instructions, regulations and procedures;
- ✓ Prepare model contracts and decisions to be adopted and used by the institution;
- ✓ Propose necessary amendments to contracts and agreements to avoid possible misinterpretation in support of the best interests of the institution;
- ✓ Prepare documents and conclusions concerning litigious issues involving the institution for the Attorney General;
- ✓ Facilitate the interpretation of applicable laws, instructions, regulations and procedures;
- ✓ Monitor the implementation of applicable laws, instructions, regulations and procedures.

2. Develop legal and regulatory provisions (decrees and instructions) of the institution:

- ✓ Draft legal texts regarding the institution and give legal opinion on texts, instructions, regulations and procedures;
- ✓ Propose necessary amendments of legal texts in order to improve quality of services and/or to facilitate the attainment of the institution's objectives;
- ✓ Follow up on legal texts/bills submitted to Cabinet or Parliament;
- ✓ Propose legal framework reviews for a better functioning of the institution.

3. Give legal opinion on litigious issues involving the institution:

- ✓ Advise management on possible litigation risks and contribute to find solutions to avoid litigation;
- ✓ Advise management on the validity and conformity of procedures with the standing/applicable laws and regulations;
- ✓ Analyse contentious issues and/or requests involving the institution and propose appropriate measures.
- ✓ To perform other duties as assigned by Supervisor

ii. Job profiles

A0 in Law

Knowledge, Skills and Competences required

- High analytical and problem solving skills
- Legal research and analysis in complex areas of law
- Knowledge of substantive law and legal procedures
- Decision making skills
- Law drafting capacities
- Experience in contract drafting and negotiation
- Excellent communication skills
- Very effective organizations skills
- Judgment and decision making skills
- Complex problem solving
- High analytical skills
- Computer skills
- Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage

How to apply:

All interested and qualified candidates should submit their application files including the following documents at the Chancellery for Heroes, National Orders and Decorations of Honour (CHENO) Head office located at Gisimenti in the same building with BK Remera I, Second floor:

- A Letter of job application
- Application form available on the Website of Public Service Commission (www.psc.gov.rw)
- A copy of the requirement degree
- A copy of the Identity Card
- Curriculum vitae (CV)

The application documents should be deposited in Central Secretariat of the Chancellery for Heroes, National Orders and Decorations of Honor not later than **22/01/2016 at 5:00 PM**

NKUSI Déo

Executive Secretary

CC:

- Hon. Minister of Public Service and Labour
- Madam Executive Secretary /Public Service Commission (PSC)

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