

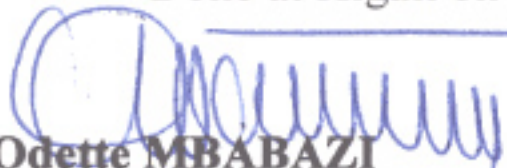
4	Secretary (1)	<p>To register and record the received mail and all hard copies of files of the Unit;</p> <ul style="list-style-type: none"> • To route received correspondences and other documentations toward the appropriate recipients; • To assure the appropriate storage of the received mail; • To put in place an archive mechanism of mails and files and its update; • To be responsible for high quality delivery of all the unit services, as required. 	A1 Secretariat ; Or any other relevant field with 2 years working experience
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Application guidelines:

Interested persons meeting the above qualifications should submit the following:

- ✓ Filled application form, copies of degree certificates, copy of National Identity Card, names of three references;
- ✓ Submission deadline is 16th March 2012 at 4pm at NISR office, former building-MINIPLAN-Muhima, P.O Box 6139 Kigali;
- ✓ You can download the application form from the NISR Website and apply online at info@statistics.gov.rw
- ✓ The Application Form is also available at the NISR Central Secretariat or/and HR offices;
- ✓ Only short listed candidates will be contacted.

Done at Kigali on 02/03/ 2012



Odette MBABAZI

Deputy Director General in charge of Corporate Services
National Institute of Statistics of Rwanda

