



## **ADVERTISEMENT OF VACANT POSITION AT UR-HG LTD**

### **FRONT DESK OFFICER**

University of Rwanda Holdings Group Limited (UR - HG Ltd) management is a limited company fully owned by University of Rwanda, (UR). Its business activities aim to optimize UR assets for the benefits of University.

The management of UR-HG Ltd is seeking to recruit a motivated and experienced Front Desk Officer to serve in its branches located in Kigali City.

For more details, please visit the UR-HG Ltd and University of Rwanda websites at:

☞ <https://holdingsgroup.ur.ac.rw/>

☞ <https://www.ur.ac.rw>

Position& Grade	Job summary	Key basic requirements	Number
Front desk officers (G-2C)	Handle cash collection and client orientation at front desk	<ol style="list-style-type: none"><li>1. A recognized university degree (A0) in Accounting, Finance, or a related field.</li><li>2. Professional course in progress (ACCA or CPA).</li><li>3. A minimum of 2 years of relevant experience, preferably within a healthcare facility.</li><li>4. Candidates must be under 35 years of age.</li></ol>	1

Interested applicants should submit copies of Application letter, C.V, copies of degrees and/or certificates and Identity cards or passports as single pdf by email to: [hrurholding@gmail.com](mailto:hrurholding@gmail.com), with cc to: [ceo.urholdings@gmail.com](mailto:ceo.urholdings@gmail.com), [fm.urhg@gmail.com](mailto:fm.urhg@gmail.com), not later than Tuesday 14/10/2025 at 5:00 p.m. Short listed candidates will be contacted for written test.

Done at Kigali 09/10/2025

UR-HG Ltd  
Management

