

VACANCY ANNOUNCEMENT (Re-advertised)

University of Rwanda, College of Medicine and Health Sciences Business Development Limited (UR-CMHSBD Ltd) is a limited company fully owned by University of Rwanda, College of Medicine and Health Sciences (UR-CMHS), its mandate is the management of college income generating units.

UR-CMHSBD Ltd has one (1) vacant position of **dispensing and sales personnel**:

Job summary:

Helps patients in taking measurements for spectacles, frames selection and spectacle orders management.

Duties:

- Patients orientation and selection of frames as well as lenses
- Recording orders
- Talking measurements of patients for spectacle orders
- Active selling
- Delivery of Orders
- Stock management and reporting
- Perform daily duties assigned by supervisors

The ideal applicant must have following Education and Experience:

- High school diploma or higher degree in fields related to Optical Dispensing, management, finance or marketing with relevant experience of above 2 Years in front desk selling and/or spectacle dispensing as an added value.
- Be able to communicate verbally and in writing in English or French and Kinyarwanda or Swahili
- Ability to use and adapt to different software used in sales.
- Skills in operating optical dispensing equipment are an added value
- Be teachable, innovative, creative, problem solver and a lifelong learner
- Two referees (a previous employer(s) and their respective contacts
- Familiarity with common medical electronic record systems is an added advantage.
- Demonstrate effective communication, good planning, and organization interpersonal skills.
- Be self motivated, client focused, able to work under pressure and for long hours in busy environment.

Interested applicants should send application letter, C.V, copies of certificates and copies of Identity cards or Passports to: **The Managing Director, University of Rwanda, College of Medicine and Health Sciences Business Development Limited (UR-CMHSBD Ltd), P.O. Box 7575 Kigali, Rwanda**, submit in one PDF copies of above documents by email to fam_khibdlimited@yahoo.com not later than **March 12nd, 2018 at 5:00 pm**. Short listed candidates will be contacted for interviews.

Done at Kigali 05/03/2018
UR-CMHSBD Ltd Management

P.O. Box 7575 Kigali Rwanda, Tel: (250) 786689121/ 0782021417/0788317400

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