



DOVE INVESTMENT COMPANY Ltd (DICO Ltd)

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COMPANY BACKGROUND

Dove Investment Company Ltd (DICO Ltd) is an Amalgamated Business Company of Pentecostal Church of Rwanda - ADEPR Church registered under this TIN 102740342. DICO Ltd has currently Eight branches and Six of them carry out Hospitality Businesses such as Dove Hotel-Kigali, Dove Luxury Hotel-Gicumbi, Dove Comfort Stays-Rubavu, Dove Peace Place-Kagarama, Dove Park Apartment-Muhanga and Dove West Apartment-Karongi, one Branch carries out Media Business and it's called Dove Life Radio&TV-Kigali as well as another one Branch which carries out General Trading business that called Dove Supply and General Trading-Kigali.

Furthermore, DICO Ltd is located in Kigali City, Gasabo District, Gisozi Sector, Musezero Cell and Ntora Village and it's operating with the keys of development such as Desire for Excellence, Trust and confidence build-up, Innovation, Transparency, Teamwork and Customer satisfaction by delivering quality products and services at an affordable cost.

VISION:

To be one of Investment Company's top performing and providing quality service in our career.

MISSION:

To enhance the lives of our customers by creating conducive and excellent vacation and leisure experience.

VALUES:

The core values of DICO Ltd are: Christianity, Responsiveness and Stewardship.

The management of Dove Investment Company Ltd (DICO Ltd) needs to recruit competent, qualified, and experienced staff on the following positions:



POSITIONS	PLACE OF WORKING	Number of Positions	SUMMARY OF KEY RESPONSIBILITIES	REQUIREMENTS
Hospitality General Manager	Headquarters	1	<ul style="list-style-type: none"> ● Identify and help ensure the execution of strategic goals. ● Oversee marketing and demand generation. ● Resource allocation. ● Helping to resolve issues. ● Often expected to have a multi-faceted personality, including leadership skills, analytical thinking, people management, multitasking, and attention to detail. ● Keeping an eye on all the operations of the hotel, including activities of all departments, ● Inspecting all the rooms regularly in order to check if they are keeping up with the hotel standards, ● Responsible for recruiting, training, and supervising staff, ● Responsible for managing budgets, ● Planning maintenance works, events, and room bookings, ● Directing and managing all operational aspects such as distribution operations, human resources, customer service, administration, and sales, etc. ● Assessing the condition of the local market and identifying current and prospective sales opportunities, ● Making forecasts, business plans, and financial objectives to meet goals and metrics, 	<p><u>Qualifications for Hospitality General Manager</u></p> <ul style="list-style-type: none"> ● Master's degree in Hospitality management, Business administration, or a related field and minimum of 5 years' Experience in a similar role. ● Bachelor's degree in Hospitality management or a similar subject and minimum of 10 years' experience in a similar role.



Dove Luxury Hotel Gicumbi Branch Manager	Gicumbi	1	<ul style="list-style-type: none"> • Ensure guest satisfaction. • Meet with department heads. • Train and develop staff. • Identify and help ensure the execution of strategic goals. • Oversee marketing and demand generation. • Resource allocation. • Helping to resolve issues. • Keeping an eye on all the operations of the hotel, including activities of all departments, • Inspecting all the rooms regularly in order to check if they are keeping up with the hotel standards, • Responsible for training, and supervising staff, • Responsible for managing budgets, • Planning maintenance works, events, and room bookings, • Directing and managing all operational aspects such as distribution operations, human resources, customer service, administration, and sales, etc. 	<p><u>Qualifications for Hotel Branch Manager</u></p> <ul style="list-style-type: none"> • Master's degree in hospitality management, Business administration, or a related field and minimum of 2 years' experience in a similar role. • Bachelor's degree in hospitality management, Business Administration, or a similar subject with a minimum of 5 years' experience in a similar role. • Often expected to have a multi-faceted personality, including leadership skills, analytical thinking,
Dove Hotel Kigali Operations Manager	Dove Hotel	1	<ul style="list-style-type: none"> • A Hotel Operations Manager oversees all operations for a Hotel, Ensuring that everything is up to par and all guests' needs are met. • They manage housekeeping, human resources, food service, facilities, security, and all other aspects of hotel operations • Ensure the organization's compliance with local, state and federal regulations, • Use performance management tools to provide guidance and feedback to team, 	<p><u>Qualifications for Hotel Operations Manager</u></p> <ul style="list-style-type: none"> • Bachelor's degree in Hospitality management, Tourism and other field related with a minimum of 3 years' experiences in hospitality or bachelor's degree in any other field with 5 years' experience in hospitality at the same position.



			<ul style="list-style-type: none"> • Directing and managing all operational aspects such as distribution operations, human resources, customer service, administration, and sales, etc. 	<ul style="list-style-type: none"> • Often expected to have a multi-faceted personality, including leadership skills, analytical thinking, people management, multitasking, and attention to detail.
Radio and TV Director	Dove Life Radio and TV Office	1	<ul style="list-style-type: none"> • Radio and TV Director manage the daily and long-term operational goals of the media. On a day-to-day basis, manage staff, work schedules and delegating tasks. For a long-term management, establish departmental policies, yearly objectives, areas of opportunity and goals related to sales and budgeting. On an ongoing basis, must also confer with board members, determine the growth and strategy of Radio and TV and respond to changes in staff, including hiring, firing and promotions. • Prepare and deliver oral presentations, respond to broadcast emergencies and equipment failures after working hours, • Spending every moment of his or her time doing whatever it takes to make it easier for the station's employees to serve the station's customers, • Directing and managing all operational aspects such as distribution operations, human resources, customer service, administration, and sales, etc. • Assessing the condition of the local market and identifying current and prospective sales opportunities, • Making forecasts, business plans, and financial objectives to meet goals and metrics, • Solving all the customer and employee satisfaction issues, 	<p><u>Qualifications for Radio and TV</u></p> <ul style="list-style-type: none"> • Master's degree in Mass Communication, Social Sciences, Management and other related field from a reputable institution with 3 years' experience in sales activities or bachelor's degree in any field with 5 years' experience in sales activities • Minimum of 5 years' experience in a well-established radio broadcasting station, or 2 years should be in a Senior management position in a radio broadcasting station. • Often expected to have a multi-faceted personality, including leadership skills, analytical thinking, people management, multitasking, and an attention to details.



			<ul style="list-style-type: none"> • Making efforts to optimize the presence and reputation of the branch and company, • Sharing key details with other branches and headquarters on effective practices, business opportunities, competitive intelligence, and needs, etc. • Finding key areas of improvement and channelizing corrective actions that can meet challenges and optimize growth opportunities. 	
Branch Manager /Dove West Apartment Karongi	Karongi	1	<ul style="list-style-type: none"> • Ensuring that the check-in and check-out process runs as smoothly as possible and that guests are escorted to the correct room. • Responding to requests or complaints made by guests in a professional and polite manner in order to guarantee customer satisfaction. • Implementing procedures to improve services offered with the aim of attracting more customers. • Understanding what guest expectations are and anticipating problems in order to prevent complaints. • Acting as a link between guests and hotel management. • Attending meetings with management to discuss problems and strategies for improvement. • Handling cash or payments made by credit card. • Understanding safety and emergency procedures. 	<u>Qualifications for Branch Manager</u> <ul style="list-style-type: none"> • Bachelor's degree in Hospitality management, Business Administration, Finance, Accounting and other field related with 3 years' experiences. • A1 in Hospitality management with a minimum of 5 years' experiences in hospitality. • Often expected to have a multi-faceted personality, including leadership skills, analytical thinking, people management, multitasking, and attention to details.
Sales, Communication, Marketing and Events Manager	Headquarters	1	<ul style="list-style-type: none"> • Responsible for building sales by creating and managing parties and special events while managing the daily operations of all sales and marketing aspects of the restaurant. 	<u>Qualifications for SCME Manager</u>



			<ul style="list-style-type: none"> • Responsible of attracting more customers and developing the existing customers. • Create and maintain online listings across e-commerce platforms • Ensure that the brand message is consistent • Create, implement and oversee communications programs, be it internal or external, which effectively describe and promote the organization and its products. • Develop and edit communication materials like newsletters, blogs, press releases and similar marketing materials. • Conduct social media audits to ensure best practices are being used. • Maintain digital dashboard of several different accounts • Coordinate with sales team in order to create and develop communication plans and marketing campaigns • Prepare the e-mails to send out to customers • Monitor key online marketing metrics to track success 	<p>Bachelor's degree in Digital Marketing, Marketing, or a similar subject.</p> <ul style="list-style-type: none"> • 3+ years of experience in Digital Marketing, marketing, sales and/or related field ct. <p>Experience executing paid social media campaigns.</p> <ul style="list-style-type: none"> • Knowledge of video and picture editing software such as Adobe • Full understanding of all social media platforms • Knowledge of content management system
Chief Accountant	Headquarters	1	<ul style="list-style-type: none"> • Overseeing the accounting department, developing financial strategies, making investment decisions, helping company leadership with strategic planning, and making sure the company complies with state and financial regulations. • Knowledge of cost analysis techniques; • Knowledge to analyze complex financial information & Produce reports; • Deep understanding of financial accounts; • Planning and organizational skills; 	<p><u>Qualifications for Chief Accountant</u></p> <ul style="list-style-type: none"> • A0 in Accounting, Finance, Management, with 5 years of experiences in the same position. • A0 in Accounting, Finance, Management, with 3 years of experiences in accounting and/or finance with CPA/ ACCA.



Receptionist	Dove Hotel	3	<ul style="list-style-type: none"> ● Greet all guests and assist them with check-in and check-out. ● Maintain a positive attitude and friendly demeanor. ● Respond to all guest questions and requests. ● Answer and forward phone calls. ● Manage guest bookings and reservations. ● Keep a tidy and orderly workspace. 	<u>Qualifications for Chief Finance Officer</u> <ul style="list-style-type: none"> ● Bachelor's degree in Tourism, Hospitality, Law or any other field with 1 year of experience in the same position. ● Diploma or A2 in Tourism, Hospitality, Law or any other field with 2 years of experience in the same position.
Room Attendant	Dove Hotel	4	<ul style="list-style-type: none"> ● Change bed linen and make beds. ● Replace used towels. ● Sweep and mop floors. ● Vacuum carpets. ● Dust furniture. ● Replenish bath care products (e.g. soap and shampoo) ● Restock beverages and food items in the mini-bar. ● Clean public areas, like corridors. 	<u>Qualifications for Room Attendant</u> <ul style="list-style-type: none"> ● A2 High School certificate is added Value. ● Experiences of 2 years in Housekeeping. ● Fluent in English and/or French and Kinyarwanda
Housekeeping Supervisor/ Dove Hotel	Dove Hotel	1	<ul style="list-style-type: none"> ● Assign housekeeping tasks. ● Create staffing schedules. ● Provide orientation and training. ● Offer high-quality customer service. ● Manage the inventory and order supplies. ● Issue supplies and equipment to staff. ● Recommend transfers, promotions and dismissals. 	<u>Qualifications for Housekeeping Supervisor</u> <ul style="list-style-type: none"> ● Bachelor's degree in Tourism, Hospitality or any other field with 1 year of experience in the same position. ● A1 in Tourism, Hospitality or a related field with 3 years of experience in the Hotels.



Executive Chef	Dove Hotel	1	<ul style="list-style-type: none"> • The Executive Chef is responsible for overseeing the general operation of the Kitchen; • Utilizing Healthy Heart guidelines, approved recipes, instructions and progressive cooking techniques in the execution of the daily preparation sheet and maintenance of sanitary standards within the Kitchen. 	<p>Qualifications for Executive Chef</p> <ul style="list-style-type: none"> • A0 in hospitality Management, culinary art and other field related with 3years of Experiences as Executive Chef. • A1 in hospitality Management, culinary art and other field related with 5years of Experiences as Executive chef.
Radio&TV Presenter	Dove Life Radio and TV Office	2	<ul style="list-style-type: none"> • Researching and writing scripts. • Discussing and planning the Programmer with the director or producer. • Reading content from a script or autocue. • Introducing clips of news stories or live reports from journalists on location. • Introducing and interviewing celebrities and politicians. • Provide a Public voice or face to a range of shows broadcast on TV, Radio and the internet. • Introducing and interviewing guests and celebrities. • Providing weather updates on a timely basis. • Planning, researching and writing their own scripts before filming or broadcast. • Selecting a playlist and playing music. • Delivering information to the audience in a manner appropriate to the program 	<p>Qualifications for Radio&TV Presenter</p> <ul style="list-style-type: none"> • A1 in Literature, Communications, Journalism and other field related with 1 year of experiences in Media. • High School Certificate (A2) in any field with 3 years' experiences in Media.



Journalist	Dove Life Radio and TV Office	2	<ul style="list-style-type: none"> ● Broadcast journalists research, investigate and present news and current affairs content for television, radio and online. ● Their aim is to present information in a balanced, accurate and interesting way through news bulletins, documentaries and other factual programs. 	<p><u>Qualifications for Journalist</u></p> <ul style="list-style-type: none"> ● Be holder of a Bachelor's degree in journalism, communications, literature or other related fields with 3 years of Experiences in the field related. ● A1 in Literature, Communications, Journalism and other field related with 5 years of Experiences in Journalism.
Driver	Dove Hotel	1	<ul style="list-style-type: none"> ● Transport clients and/or packages to and from destinations. ● Arrive at destinations on schedule. ● Fulfill administrative needs, like office pickups. ● Research and plan for traffic, construction and weather delays. ● Use navigation applications to determine the best route. 	<p><u>Qualifications for Driver</u></p> <ul style="list-style-type: none"> ● Hold a driving license, Category B delivered by the Republic of Rwanda. ● Have driving experience of 10 years ● Have basic knowledge of automotive mechanics ● Good knowledge of Kinyarwanda and French or English.
Sports Coach (Gym, Sauna)	Dove Hotel	2	<ul style="list-style-type: none"> ● Gym Trainer identify the clients' fitness level and health. ● Oversee completion of exercise routines. ● Track clients' physical progress. ● Modify exercise plans based on needs, potential injuries or health issues. ● Conduct individual and group fitness training sessions. ● Sauna attendant is responsible of Performing sauna ● Infusions, treatments and ceremonies. ● Friendly care of the guests. 	<p><u>Qualifications for Sports Coach</u></p> <ul style="list-style-type: none"> ● High School certificate or Training certificate related to Sports especially Gym and sauna. ● Experience of 2 years in the same position ● Specking well Kinyarwanda, English and French.



Cleaner	Dove Hotel	4	<ul style="list-style-type: none"> ● A Cleaner is responsible for all basic cleaning in and around the facility or office building. ● This can entail dusting, mopping, sweeping, vacuuming, and cleaning smudges off windows and doors. ● Ensuring restrooms are cleaned, sanitized, and restocked is another important responsibility of a cleaner. 	<p><u>Qualifications for Cleaner</u></p> <ul style="list-style-type: none"> ● O'Level Certificate or Training certificate related on Cleaning or Hospitality it's an added Value ● Experiences of 2 years as cleaner
Plumber Technician	Dove Hotel	1	<ul style="list-style-type: none"> ● Install, repair, and maintain pipes, valves, fittings, drainage systems, and fixtures in commercial and residential structures. ● Collaborate with general contractors, electricians, and other construction professionals. Follow building plans and blueprints. ● Respond to, diagnose, and resolve plumbing emergencies. 	<p><u>Qualifications for Plumber Technician</u></p> <ul style="list-style-type: none"> ● A1 diploma in Plumbing or equivalent with 3 years of Experiences in Plumbing and maintenance
Admin and Company Secretary Officer	Headquarters	1	<ul style="list-style-type: none"> ● Maintaining and updating the company's statutory registers such as its register of members, register of allotments of shares and register of share transfers; ● Ensuring that filings at Companies are made on time such as the filing of annual confirmation statements, registration of charges and changes in the makeup of the board; ● Arranging and ensuring the smooth operation of board/shareholder meetings, preparing agendas for those meetings and producing minutes of those meetings; ● Deciding the company's policy on record-keeping; ● Advising the board of their duties and ensuring legal and regulatory compliance. 	<p><u>Qualifications for Admin and Company Secretary Officer</u></p> <ul style="list-style-type: none"> ● Bachelor's degree in Law, Literature, Education, Business Administration and other field related with 2 years of Experiences in the related field. ● Experience of 3 years in the same position.



Waiter/ Waitress	Dove Hotel	3	<ul style="list-style-type: none"> • Greet and escort customers to their tables. • Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies) • Prepare tables by setting up linens, silverware and glasses. • Inform customers about the day's specials. • Offer menu recommendations upon request. 	<p><u>Qualifications for Waiter/Waitress</u></p> <ul style="list-style-type: none"> • High School certificate (A2) in any field, with 2 years of experience as a Waiter.
Pastry Cook	Dove Hotel	1	<ul style="list-style-type: none"> • Bake pastry items according to pre-established recipes. • Decorate pastries in a consistent style. • Follow plating and display standards. • Follow portion standards. • Maintain inventory of prepped ingredients. • Properly label and store ingredients • In-depth information about hygiene principles. • Excessive consideration to detail and creativity. • Good communication skills. 	<p><u>Qualifications for Pastry Cook</u></p> <ul style="list-style-type: none"> • Diploma in Culinary Arts, Pastry-making, Baking or relevant field with 4 years' experience as Pastry Cook or a Baker.
Planning and Budget Manager	Headquarters	1	<ul style="list-style-type: none"> • Coordinate product development and plan cannibalization scenarios to optimize sales. • Creating, implementing, and evaluating budgets and cost projections within organizations. • Ensure that projects and accounts are managed cost-effectively to maintain adherence to the organization's financial objectives in the short, medium, and long-term. • Overseeing the creation of plans and strategies that help organizations achieve their goals. • Monitoring budgets, schedules, and other key performance indicators to ensure that projects are progressing as planned. 	<p><u>Qualifications for Planning and Budget Manager</u></p> <ul style="list-style-type: none"> • A bachelor's degree in Accounting, Finance, Management or a related field with 5 years of experience in budgetary, or management position.



Logistics Officer	Headquarters	1	<ul style="list-style-type: none"> ● Managing the company's supplies, materials and products. ● Overseeing supply chain processes, such as purchases, inventory, warehouse spaces and transportation services used. ● Identifying ways to improve logistical operations. ● Strategizing for time and cost savings throughout the supply chain process. ● Analyzing factors that affect the supply chain. ● Collecting data on supply chain processes and using that data to improve processes. ● Collaborating with other departments to improve processes. ● Establishing and updating supply chain policies and processes. 	<p><u>Qualifications for Logistics Officer</u></p> <ul style="list-style-type: none"> ● Bachelor degree in Logistics, Business Administration, Transportation, Industrial distribution, Industrial Engineering, or Supply chain management, or in a related field with 2 years of experience at the same position.
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Interested candidates who strictly meet the above criteria should apply for the positions and send their application file (CV, Academic certificate, Motivation letter) no later than 18th July 2023, at 5:00 p.m. local time via the email: dicoltd10@gmail.com.

Only shortlisted applicants will be contacted.

Done at Kigali, 12th July 2023


HABANABAKIZE Fabrice
 Managing Director
 DICO Ltd

