

JOB ADVERTISEMENT

INVENTORY AND ASSET MANAGEMENT OFFICER

Employer: U.H Mining Company Ltd
 Duty Station: Mine Sites, Rwanda
 Reports To: Chief Operating Officer (COO)

About U.H Mining Company Ltd

U.H Mining Company Ltd, a member of the RANI Group, is a growing mining company committed to operational excellence, mechanized mining, accountability and effective management of company assets.

Position Summary

The Inventory and Asset Management Officer will establish and maintain a comprehensive asset register, monitor equipment utilization, inventory movements, consumables and provide daily management reports on the status and usage of all company assets.

Key Responsibilities

- Maintain a complete asset register for all machinery, vehicles, tools, IT equipment, furniture and infrastructure.
- Register all imported and locally purchased assets with unique identification numbers.
- Maintain records of asset description, serial number, supplier, purchase value, location and custodian.
- Monitor utilization and operational status of all mining machinery and equipment.
- Prepare daily reports on equipment usage, fuel, lubricants and consumables.
- Report assets under repair, idle equipment and maintenance requirements.
- Conduct regular physical verification of assets and inventory.
- Monitor warehouse stock movements and spare parts.
- Support audits and ensure compliance with company asset management procedures.
- Perform any other duties assigned by the Chief Operating Officer.

Assets to be Managed

- Excavators
- Bobcats / Skid Loaders
- Underground Locomotives
- Wagons and Rail Systems
- Rock Drills
- Jack Hammers
- Air Compressors
- Water Pumps
- Ventilation Systems
- Generators
- Transformers
- Blasting Equipment
- Survey Equipment
- Company Vehicles
- Workshops
- Stores
- Office Equipment
- Computers and IT Equipment
- Furniture
- PPE
- Mechanical and Electrical Spare Parts

Minimum Qualifications

- Bachelor's Degree in Supply Chain Management, Procurement, Logistics, Accounting,

Finance, Business Administration, Engineering or related field.

- Minimum three (3) years' relevant experience in inventory or asset management.
- Knowledge of ERP or inventory management systems.
- Strong Microsoft Excel, analytical and reporting skills.
- High level of integrity and organizational ability.
- Good proficiency in both Kinyarwanda and English. Proficiency in French is an added advantage

Application Procedure

Submit the following documents as one PDF attachment addressed to:

The Managing Director
U.H Mining Company Ltd

- Motivation Letter
- Curriculum Vitae with three referees
- Academic Certificates
- Relevant Work Certificates
- Copy of National ID or Passport

Applications should be submitted through the official recruitment email:
uh.mining@uh-mining.com .for more inquiries please contact Bruce Kazungu,
Head of Administration and Legal Counsel. Tel: 0788309175

The deadline for Application is **Monday 27th July 2026**

Only shortlisted candidates will be contacted.

U.H Mining Company Ltd is an Equal Opportunity Employer. Employment decisions are based solely on merit, competence and qualifications.

Done at Kigali, 15th July 2026
Odette Uzayisenga
CEO
Rani Group Ltd