

Vacancy Announcement Administrative Assistant

Umuhuza is a national NGO that strives to create a culture of peace across Rwanda through peaceful conflict management. The organisation has been working since 2005 in Ngororero District and Kigali City on a community outreach programme, focussing on educating parents of young children to promote improved childhood development and create peaceful citizens. Presently, the organisation is expanding to work with Save the Children on a literacy promotion project in Gicumbi District beginning January 2013. It is in light of this expansion that the organisation requires the addition of a new Administrative Assistant.

Position: Administrative Assistant
Duty Location: Kigali, with frequent travel to other project areas
Reports to: Finance and Admin Manager
Start Date: 1 May 2013

Main Function:

The Administrative Assistant will be responsible for maintaining the general office administration, HR, logistics and basic finance support, ensuring that all guidelines, procedures and routines of Umuhuza in the areas of admin, HR, logistics, and finance are followed so as to provide effective support for all of Umuhuza's programme activities.

Qualifications & Experience

- Bachelor's degree in secretarial sciences, administration, communication, or a related field.
- At least 3 years experience in administration, experience in support functions to HR, logistics and finance preferred;
- Experience working for national and/or international NGOs;
- Excellent computer skills, including Microsoft Word, Excel and PowerPoint;
- High level of both spoken and written Kinyarwanda and English;
- Strong social and communication skills;
- Willingness to work within a team on diverse tasks and activities;
- Commitment to the organisation's mission and goals;
- Flexibility and a positive attitude.

Interested persons should submit a cover letter detailing why they are interested in the position and an updated CV including contact telephone number, education qualifications and contact details of two professional references to: umuhuza_organisation@yahoo.com by 17 April 2013.