

British Council Vacancies: Resources Support Officer

The British Council is the UK's international organisation for educational opportunities and cultural relations. We build trust and understanding between people worldwide by enabling them to share ideas and knowledge.

*The British Council is committed to a policy of **Equal Opportunity and Diversity** and welcomes applicants from all sections of the community. We guarantee an interview to disabled candidates who meet the essential criteria.*

The British Council invites applications from qualified candidates for the following fixed-term vacancy at its **Kigali** office. **The post offers a very competitive package, an excellent range of benefits and allowances, and good opportunities for professional development.**

Resources Support Officer

Job Aim: To provide effective and efficient administrative and logistical support to all local and expatriate staff to ensure they can carry out their duties effectively while working and living in Rwanda.

Main Responsibilities:

- Liaison with Government and private service providers
- Logistical support and internal customer service
- General administration support
- Health, safety and security of office premises
- Research and analysis

Core behaviours:

Shaping the future, working together, creating shared purpose, making it happen, being accountable, connecting with others.

Skills and Qualifications:

- 1st degree in Business Administration or a related discipline
- At least three years' experience managing finances, premises, and risk in an international organisation.
- IELTS level 7 or equivalent

Special requirements for post:

Some evening and weekend work is required.

Further information

For a detailed role profile and the application form please write to us at informationrwanda@britishcouncil.org

The British Council is committed to child protection; applications will be considered only for candidates who declare their agreement to our child protection policy. A copy of our child protection policy is available at <http://www.britishcouncil.org/organisation/how-we-work/policies/child-protection>

Deadline for receiving applications is **September 23, 2014 by 23:59 Rwandan time**. Only candidates who are successful during shortlisting will be contacted for an interview.



www.britishcouncil.org/africa