



JOB ANNOUNCEMENT

The Government of Rwanda received a loan from the African Development Bank (AfDB) to finance the establishment of the East Africa Centre of Excellence in Biomedical Engineering and e-Health (CEBE). The project is being implemented by the University of Rwanda (UR). CEBE needs to recruit a staff for the following position: **CEBE Administrator**.

The Administrator will report to the CEBE Project Coordinator. She/he will be part of the Project Coordination Unit. The overall responsibility of the Administrator is to provide administrative support to and services for the CEBE; while carrying them out in a timely, effective, and customer-oriented manner.

Duties and Responsibilities

The Administrator shall deliver on the following duties and responsibilities:

- ✦ Ensure planning and implementation of all administration and logistics of academic activities under CEBE
- ✦ Manage CEBE daily agenda by scheduling meetings, venues and their associated logistics;
- ✦ Manage correspondences addressed to the CEBE;
- ✦ Ensure all the logistics for classes and events carried out by the CEBE;
- ✦ Ensure that local and international travels of CEBE staffs and guests are properly handled,
- ✦ Establish a reliable and comprehensive electronic and/or manual filing and archiving system for all documents, especially for CEBE students;
- ✦ Prepare working documents for relevant meetings and other stakeholders;
- ✦ Ensure timely requisition of office supplies;
- ✦ Ensure good store keeping and distribution of office supplies;
- ✦ Prepare and/or draft all CEBE correspondences in close consultation with the Director of the Centre/CEBE Coordinator or any other;
- ✦ Prepare meetings as per plan and draft minutes;
- ✦ Welcome and orient guests and customers to the Centre and manage any inquiries;
- ✦ Organize and schedule appointments;
- ✦ Synchronize activities of the project members and direct them towards achieving their individual and Centre's goals;
- ✦ Manage incoming and outgoing mails;
- ✦ Cover the CEBE reception desk;
- ✦ Handle sensitive information in a confidential manner, specifically students' data and marks;
- ✦ Facilitate applicants to the CEBE programs to get information during the admission and throughout the whole process;
- ✦ Facilitate the website of CEBE to get appropriate information;



- ✦ Ensure appropriate and effective communication between the Centre and various stakeholders;
- ✦ Perform any related tasks as may be assigned by the immediate supervisor.

Key skills required

- Knowledge of office administration procedures.
- Experience managing multiple and changing priorities at once.
- Ability to manage the centre's diary of administrative work
- Good computer skills including Word, Excel, MS Outlook, PowerPoint.
- Excellent typing and keyboard skills.
- Excellent written, verbal communication skills in English and French and presentation capabilities
- Attention to detail high level of accuracy and confidentiality.
- Customer service oriented and experience working with teams of various backgrounds.

Personal skills required for the job:

- Ability to multitask.
- Good telephone answering skills.
- Ability to work as part of a team.
- High level of discretion and judgment.
- Self starter and ability to work with minimum supervision.
- Having patience.

Required Qualifications, Skills and Experience

The candidate should possess:

1. Bachelor's Degree in Office Management, Public Administration, Communication or related fields
2. At least 3 years of working experience in administration positions.
3. Solid organizational skills, including attention to detail, multi-tasking and time-management;
4. Have strong analytical skills and ability to deal with complex issues in a clear and practical manner;
5. Have Excellent oral and written communication skills (in English and in French).

The CEBE implemented by the University of Rwanda (UR), invites eligible candidates to indicate their interest to perform the advertised job. Interested candidates must provide information indicating their qualification to perform the above-mentioned services.



Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "Rules and Procedures for recruitment of personnel" which is available on the Bank's website at <http://www.afdb.org>. Borrowers are under no obligation to shortlist any candidate who expresses interest.

Interested and qualified candidates must submit their application only online in ONE SINGLE PDF DOCUMENT on infospiu@ur.ac.rw, with a copy to urspiucoor@gmail.com, cebeprojectcoordinator@gmail.com. The application file must contain the following document:

1. Motivation letter
2. CV
3. Copy of degree and other relevant academic certificate
4. Copy of ID
5. Proof of past experience
6. At least one recommendation letter from previous employer

The applications will be submitted to the below addressed:

Attention: Deputy Vice Chancellor for Finance
University of Rwanda
Single Project Implementation Unit (SPIU)
Kicukiro Campus
P.O Box 4285 Kigali
Kigali-Rwanda

Only shortlisted candidates will be contacted for interviews. The outcome of shortlisting will be posted on the UR website: <https://ur.ac.rw/?-Announcements->

The deadline of submission of applications is on ...21./02/ 2020

Françoise Kayitare Tengera
Deputy Vice Chancellor for Finance

