



## JOB ADVERTISEMENT

The University of Rwanda through Single Project Implementation Unit (SPIU) has received fund from the Government of Rwanda to implement the East African Institute for Fundamental Research (EAIFR) under the University of Rwanda College of Science and Technology. It is in this regard that the UR-SPIU would like to recruit competent and qualified staff to occupy the vacant position under EAIFR as indicated below:

### **1. Administrative Assistant for EAIFR**

#### **Duties and Responsibilities**

- (1) Assist the Director in his general coordinating functions:
  - (a) Follows up on the preparation of correspondence, reports, memoranda, briefing notes and other documents for the Director
  - (b) Arranges meetings, invitations, engagements and other appointments on behalf of the Director. Makes necessary arrangements for schedules for official travels, flight arrangements, ensuring that specific parties are informed and that hotel arrangements are made. Takes minutes for meetings
  - (c) Organizes meetings (all procurements related to the meetings)
  - (d) Assist the director in establishing internal procedures, manual and e-filing and tracking systems for correspondence and documents; continually evaluates and improves the operation of paper-based and electronic filing systems to ensure effective access to information and documents; and monitors work progress and administrative cases of priority and concern to the Institute
  - (e) Organises high-level meetings, including taking responsibility for finalisation of the agenda, invitations, the compilation, production and distribution of documentation, note taking and preparation of minutes of meetings; follows-up on required actions.
- (2) Prepares purchase requisitions and follows up on procurement for the Institute
- (3) Assist in the coordination of student affairs at the Institute
- (4) Oversees the maintenance of infrastructure at the Institute
- (5) Assist in public relation activities related to the Institute
- (6) Performs any additional activities that may be required to ensure the success of the administrative aspects of the Institute

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## QUALIFICATIONS AND SOFT SKILLS

- Minimum of a Bachelor's degree in Public Administration, secretariat, Business administration, Mass Communication;
- At least 3 years' experience as an administrative assistant (at a level commensurate with the duties mentioned above)
- Proficiency in the use of computers and computer software (e.g., Microsoft Office, Excel)
- Excellent command of the English language is a must; fluency in Kinyarwanda is a plus;
- Promptness
- Diligence (must be hard working)

### Application modalities:

Interested and qualified candidates to the above positions must submit the application online on [infospiu@ur.ac.rw](mailto:infospiu@ur.ac.rw) with a copy to [urspiucoor@gmail.com](mailto:urspiucoor@gmail.com). The application dossier must contain the following documents:

- Motivation letter
- CV
- Copy of degree and other relevant academic certificates
- Copy of ID
- Proof of past experience

The application can also be submitted to the address below:

**Attention:** Deputy Vice Chancellor for Strategic Planning and Administration

University of Rwanda

SPIU Office, Kicukiro Campus

P.O Box 4285

Kigali Rwanda

**The deadline of submission is 2<sup>nd</sup> August 2019**

**Immaculate BUGINGO**

**Coordinator**

**Single Project Implementation Unit**

