



OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT

**Project Background**

The University of Rwanda in partnership with Mastercard Foundation is implementing a 10-years Scholars Program (2021-2031) aimed at enabling higher education access for 1,200 young Africans qualified, yet economically disadvantaged and/ or coming from conflict and post-conflict affected areas of Africa — with a focus on women pursuing Science, Technology, Engineering and Mathematics (STEM), young people with disabilities, and refugees and displaced youth—and strengthen the UR capability and mobilization for inclusive and supportive tertiary education pathways to dignified work.

The Mastercard Foundation Scholars Program at the University of Rwanda (MCF-SP@UR) is committed to developing Africa's next generation of transformative leaders and aims to drive and support transformation at three levels: individual (Scholars), institutional (the University), and system (higher education ecosystem and beyond). In doing so, the program will contribute to providing an enabling teaching, learning and research environment. The program will support the University of Rwanda to strengthening sustainable e-learning and digital solutions delivery and inclusive reach of online resources and students' self-efficacy. Moreover, the program envisages to increase the employability of program's scholars, ultimately UR graduates in general, through supporting their transition from studies to the labor market. This will involve continuous mentorship and exposure of scholars through solution-based internship and professional networking in alumni networks and other relevant partners.

The Program Implementation Team office top performance in steering the program towards results in a complex environment shall be a result of capable staff both in terms of retaining existing staff and attracting new very competent staff in key areas. It is in this context that the University of Rwanda wishes to recruit competent staff in various capacity who will work on the Mastercard Foundation Scholars Program at the University of Rwanda.

**1. Project Manager (1 Position )**

As a member of the Program Implementation Team's Office, the Project Manager will assist the Program PI and Director and other Program Implementation team members in the daily running of the office operations through executing administrative activities that help to deliver to the program goals.



## Main Duties and Responsibilities

- Responsible for the day-to-day operational management of the program.
- Oversee implementation aspects of the Mastercard Foundation program: implement, guide, and co-supervise field activities related to the execution of the project.
- Coordinate the support to the lead team, selection and recruitment of MCF Scholars.
- Supervise all the full-time staff of the program
- Coordinate housing scheme for scholar
- Coordinate selection of scholars for leadership and career development opportunities.
- Facilitate visa application process for international students and scholar and other staff travelling abroad.
- Work with the Program Director and the Program Implementation Team to maintain communication with stakeholders and local authorities.
- Provide coordination and interface with the partners and the different community and SUVIs.
- Coordinate with foundation and partner institution in building scholar network and scholar identity.
- Coordinate, Produce activity, quarterly and annual program reports and plan.
- Verify and Coordinate timely funds requests and disbursement.
- Perform any other related tasks as may be assigned by the immediate Supervisor.

Competencies, qualifications, and skills (Compulsory (C), Desirable (D), or Added Advantage (A) in work performance and results)

Candidates should possess the following qualifications and demonstrate the following Competencies, values and skills	C	D	A
Master's degree in Economics; Project Management; Business Administration; or Development Studies with a minimum experience of 10 years in project management;	✓		
Solid experience in project management from delivery, monitoring and evaluation;	✓		
Experience working with international development partners such as KFW, World Bank, IMF, Mastercard Foundation, UN Agencies or related agencies, is a must.	✓		
Excellent oral and written communication in English; ability to write clear and concise reports and able to make effective presentation;	✓		



Excellent leadership and managerial skills, great teamwork, strong analytical skills, strong planning and budgeting skills, strong attention to detail and problem solving skills;	✓		
Accustomed to adapting content to different target groups and channels	✓		
Having certified professional qualifications such as PMP, PRINCEII is an added advantage		✓	
Excellent interpersonal and communication skills	✓		
Hands on experience with project planning and management tools;	✓		
✓ Excellent written and oral communication in English and working knowledge of other languages used in Rwanda	✓		
✓ Positive attitude, and customer oriented with good multitasking and organizational ability	✓		
✓ Strong computer skills, especially in Microsoft Excel, PowerPoint, Access and accounting packages;	✓		
✓ High level of flexibility, adaptive capacity with innovative initiatives	✓		

## 2. Communication & Web Specialist (1 Position )

### Main Duties and Responsibilities

The Communication & Web Specialist duties are to assist the MCF-SP@UR Program PI and Overall Program Director in ensuring the visibility and popularization of the program through branding, information sharing, engagement with stakeholders and providing enabling tools for the program communication and networking.

The following are the duties and responsibilities to be executed:

- ✓ Coordinate and ensure the development, execution and monitoring of the program's Marketing and Communications Strategy for MCF Scholars Program. This includes, but not limited to:
- ✓ Responsible for the development, execution and monitoring of a Marketing and Communications Strategy including a social media plan;
- ✓ Developing and initiating communication channels/flow for the program and modes of engagement with stakeholders.
- ✓ Proposing appropriate digital communication tools for the program to reach larger audience.
- ✓ Developing and maintaining the program communication and visibility tools: Website, social media accounts such as Twitter, YouTube, Facebook channels among others.
- ✓ Harmonizing communication practices among program stakeholders.
- ✓ Promoting a positive public image of the program.



- Ensuring the visibility and popularization of the program, locally and globally. This includes, but not limited to:
  - ✓ Creating and publishing different text, audio and visual contents for dissemination.
  - ✓ Ensuring the right use of Mastercard foundation branding architecture.
  - ✓ Continuously update the program website and operate necessary re-design of website and other promotion materials.
  - ✓ Documenting program's success stories from different stakeholder, particularly scholars and program implementing team.
  - ✓ Ensuring the day-to-day content management of the program's website and social media platforms.
- Ensure the planning and organization of events, seminars, boot camps, press conferences and meetings.
  - ✓ To prepare and implement an annual media plan for the Mastercard Foundation scholars program including overseeing media coverage for all official events and outreach activities.
- Collaborate with the Program implementation team to ensure that adverts and events, and success stories are covered and posted on the websites and social media platforms.
- Ensure the quality of communication materials and communication ethical standards. This includes, but not limited to:
  - ✓ Proofreading all promotion materials, website content, and publications for accuracy, consistency, and compliance with communication professional ethics.
  - ✓ Advising the program implementing team on communication ethics for engagement with scholars and other stakeholders.
- Perform such other related duties as may be assigned by the immediate supervisor.

Competencies, qualifications, and skills (Compulsory (C), Desirable (D), or Added Advantage (A) in work performance and results)

Candidates should possess the following qualifications and demonstrate the following Competencies, values and skills	C	D	A
1. Master's degree in Communication, Journalism and Mass Communication, Multimedia Technology with at least 5 years of experiences or Bachelor's degree in these fields with 7 years experience.	✓		
2. Having experience in communication, branding, digital content design and dissemination.	✓		
3. Experience in managing institutional social media accounts on various platforms.	✓		
4. Excellent writing, design and editing (photo/video/text), presentation and communication skills	✓		



5. Solid experience of publishing content in digital channels and using emerging content management systems (CMS)	✓		
6. Accustomed to adapting content to different target groups and channels	✓		
7. Experience of working with relevant specialized equipment, software/hardware for developing communication and web content	✓		
8. Excellent interpersonal and communicational skills	✓		
9. Excellent written and oral communication in English and working knowledge of other languages used in Rwanda, a plus	✓		
10. Positive attitude, and customer oriented with good multitasking and organizational ability	✓		
11. High level of flexibility, adaptive capacity with innovative initiatives		✓	

### 3. Data Management and Results Monitoring and Evaluation Specialist (1 Position)

#### Main Duties and Responsibilities

As a member of the Program Implementation Team's Office, the Results, Monitoring and Evaluation Specialist assists, the Program PI and Director as well as other Program Implementation Team members in project Planning, Monitoring and managing data for the programs as well as maximizing the use of M&E tools to deliver the program goal.

- Work with the PIT to develop annual work plans and monitor the implementation of project activities
- In collaboration with other UR-SPIU M&E Specialists, ensure monitoring and tracking project progress in line with Mastercard Foundation Scholars program and partners' requirements.
- To populate the Mastercard Foundation Scholars Program M&E framework with up-to-date information on Key Performance Indicators (KPIs);
- In collaboration with the Mastercard Foundation Scholars program at UR Director, prepare the Mastercard Foundation Scholars Program at UR reports and meeting briefs for the Steering Committee and follow up on timely implementation of resolutions;
- Ensure that quarterly and annual Program reports including stakeholders input are produced in time.
- Initiate annual planning meetings
- Ensure regular update of the Mastercard Foundation Program database;
- Prepare consolidated program progress reports and ensure timely reporting to different stakeholders; and prepare related presentations.
- Provide inputs, information and statistics required for planning and reporting purposes when needed by different stakeholders;



- Ensure program documentation from initiation, implementation and close out;
- Work closely with the PIT to ensure that the program gets unqualified audit opinion;
- Ensure lessons learned and impact are well documented;
- Perform any other related tasks as may be assigned by the immediate supervisor.

Competencies, qualifications, and skills (Compulsory (C), Desirable (D), or Added Advantage (A) in work performance and results)

Candidates should possess the following qualifications and demonstrate the following Competencies, values and skills	C	D	A
Master's degree in Economics; Project Management; Business Administration; or Development Studies with a minimum experiences of 5 years in project management; or Bachelor's degree in Economics; Project Management; Business Administration; or Development Studies with a minimum experience of 7 years in project management;	✓		
Proven experience in Project Management from planning, delivery, monitoring and evaluation;	✓		
Experience working with international development partners such as KFW, World Bank, IMF, Mastercard Foundation, UN Agencies, is a must.	✓		
Excellent oral and written communication in English; ability to write clear and concise reports and ability to make effective presentation;	✓		
Excellent leadership and managerial skills, great teamwork, strong analytical skills, strong planning and budgeting skills, strong attention to detail and problem solving skills;	✓		
Accustomed to adapting content to different target groups and channels	✓		
Having certified professional qualifications such as PMP, PRINCEII is an added advantage		✓	
Excellent interpersonal and communication skills	✓		
Hands on experience with project planning and management tools;	✓		



Excellent written and oral communication in English and working knowledge of other languages used in Rwanda	✓		
Positive attitude, and customer oriented with good multitasking and organizational ability	✓		
Strong computer skills, especially in Microsoft Excel, Microsoft Word and PowerPoint	✓		
High level of flexibility, adaptive capacity with innovative initiatives	✓		

#### 4. Psycho-Social Support Officer (1 Position)

##### Main Duties and Responsibilities

This position will Support the Mastercard Foundation Scholars Program at UR in the provision of psychosocial support and welfare support services to Scholars.

- Plan, prepare and deliver the Psycho-Social support sessions and social cohesion activities to scholars with and without disabilities.
- Develop and implement a comprehensive suit of academic, emotional support services and capacity building.
- Organise orientation programs for new scholars under the Mastercard Foundation scholars Program at UR
- Supervise and coordinate the scholar's mentorship program.
- Prepare daily plans prior to every Psycho-Social support session in line with the existing Psycho-Social support curriculum; prepare appropriate materials and/or visual aids in advance of the sessions
- Organize and direct sessions on identifying psychological distress, self-care strategies, and referral mechanisms for students and staff.
- Stimulate exchange and participation among the beneficiaries of different age and gender groups.
- Conduct / participate in Mental Health and Psychosocial needs assessment among the affected populations.
- Conduct/participate in Mental Health and Psychosocial needs assessment among the affected scholars. This will include assessments consistent with psychosocial guidelines and Mental Health Psychosocial WHO assessment toolkit, at different stages of program planning and implementation.
- Perform any other related tasks as may be assigned by the immediate Supervisor.





Competencies, qualifications, and skills (Compulsory (C), Desirable (D), or Added Advantage (A) in work performance and results)

Candidates should possess the following qualifications and demonstrate the following Competencies, values and skills	C	D	A
1. Bachelor's Degree in Clinical Psychology, with at least 7 years of experience in a related field or a Masters degree in the same field with at least 5 years of experience.	✓		
2. Demonstrable experience in Clinical Psychology, counselling.	✓		
3. Experience in working with psychosocial projects and ability to work with people of different categories of age and gender.	✓		
4. Experience working collaboratively in multi-disciplinary teams	✓		
5. Excellent interpersonal and communication skills and be an active person knowledgeable in logistics management.	✓		
6. Excellent analytical, organization and negotiation competencies; resourcefulness, initiative, and maturity of judgment.	✓		
7. Excellent computer skills.	✓		
8. Positive attitude, detail, and customer oriented with good multitasking and organizational ability.	✓		
9. Inclusion and respect for diversity, integrity and transparency, professionalism.	✓		
10. Ability to establish priorities and to plan, coordinate and monitor own work plan.	✓		
11. High level of flexibility, adaptive capacity and being able to initiate innovations.	✓		
12. Excellent oral and written communication skills in English and Kinyarwanda. Knowledge of French and Kiswahili will be an added advantage.	✓		

## 5. Project Officer in Charge of Support Services (1 Position )

### Main Duties and Responsibilities

As a member of the Program Implementation Team's Office, the Project Officer in Charge of Support Services' duties are to assist the Program PI and Overall Director in providing guidance, information and advice to program implementing team to deliver to the program goal of providing academic, leadership, entrepreneurship and career advancement support to scholars. The Project Officer in Charge of Support Services will ensure effective and efficient support to scholars for their integration, inclusion and





development of expected attributes and skills that align with the program goal, vision and theory of change.

The following tasks are to be executed:

- Support the program in the provision of administrative and logistic support to scholars and the program. This includes, but not limited to:
  - ✓ Coordinating the preparation and signature of scholarship agreement between scholars and UR;
  - ✓ Monitoring the execution of the scholarship agreement as well as compliance with the rules and regulation of the scholarship;
  - ✓ Facilitating visa and student pass applications for international scholars and other scholars travelling abroad for leadership and career development opportunities and engagement;
  - ✓ Facilitating timely access and effective use of health insurance scheme for scholars;
  - ✓ Arranging the housing scheme for the scholars in collaboration with the UR student welfare unit;
  - ✓ Coordinating travel logistic for scholars and other team members.
  - ✓ Coordinating with the staff in charge of procurement and to organize general program operations as required;
- Support the program in the provision of academic support to scholars in close collaboration with program lead team members and campus management team. This includes, but not limited to:
  - ✓ Organizing the logistics during induction of scholars and other events in collaboration with the program implementation team and academic programs supported by the program;
- Liaise with Psychosocial and Center Officers to provide logistics during events to cultivate give back ethos in scholars.
- Perform any other related tasks as may be assigned by the immediate Supervisor .

Competencies, qualifications, and skills (Compulsory (C), Desirable (D), or Added Advantage (A) in work performance and results)

Candidates should possess the following qualifications and demonstrate the following Competencies, values and skills	C	D	A
1. Bachelor's Degree in Education, Management, Economics, Social Sciences, Public Administration, Law, Logistics Management, or Humanities with 7 years of experience or a Masters Degree with alt least years of experience in the above fields.	✓		
2. Experience in operation support in a tertiary institution/ university setting, career development, operational and youth/student engagement in a multi cultural/ international setting.	✓		



3. Experience working with development projects and ability to work with people of different categories of age and gender.	✓		
4. Excellent interpersonal and communication skills and be an active person knowledgeable in logistics management.	✓		
5. Excellent analytical, organization and negotiation competencies; resourcefulness, initiative, and maturity of judgment.	✓		
6. Excellent computer skills in word, excel and other computer programs	✓		
7. Positive attitude, detail, and customer oriented with good multitasking and organizational ability.	✓		
8. Inclusion and respect for diversity, integrity and transparency, professionalism.	✓		
9. Ability to establish priorities and to plan, coordinate and monitor own work plan.	✓		
10. High level of flexibility, adaptive capacity and being able to initiate innovations	✓		
11. Excellent oral and written communication skills in English and Kinyarwanda. Knowledge of French and Kiswahili will be an added advantage.	✓		

## 6. Campus Project Officers (4 Positions)

As a member of the Program Implementation Team's Office, the Campus Project Officer assists, the Program PI and Director as well as other Program Implementation Team members in the daily follow up of Scholars in Kigali, Huye, Busogo and Rukara campuses to deliver the program goal.

### Main Duties and Responsibilities

- The Project Campus Officer will be in charge of daily follow up of scholars at the campus and will be the primary contact for all welfare issues.
- Actively participate in organising events at respective campuses.
- They will also act as the primary counselling assistant at campuses.
- Support the program in the provision of academic support to scholars.
- Ensure and facilitate timely approval and submission of scholars' monthly reports.
- Support housing scheme for the scholars and support in the selection process of scholars to be supported under the Mastercard Foundation Scholars Program.
- Participate and support in the orientation programs for new scholars under the Mastercard Foundation program.
- Monitoring academic performance of scholars and advising for possible support where needed;



- Identifying academic related difficulties and challenges for scholars in collaboration with their hosting academic programs;
- Work closely with the Project Implementation Team in the selection of scholars and ensure it is in line with the set guidelines.
- Liaising with partners to organize boot camps and talent detection events;
- Coordinating and facilitating scholars' engagement into extra-curricula activities;
- Maintain, Provide, keep Alumni database, and ensure it is regularly updated.
- Engage in civic education and giving back to the community;
- Handle and report scholars program grievances to the project manager.
- Perform any other related tasks as may be assigned by the immediate Supervisor.

Competencies, qualifications, and skills (Compulsory (C), Desirable (D), or Added Advantage (A) in work performance and results).

Candidates should possess the following qualifications and demonstrate the following Competencies, values and skills	C	D	A
1. Bachelor's Degree in Education, Management, Economics, Social Sciences, Social work, Business Administration, Public Administration, Logistics Management with at least 5 years of experiences or a Masters Degree with at least 3 years of experiences in the above fields.	✓		
2. Experience in operation support in a tertiary institution/ university setting, career development, operational and youth/student engagement in a multi cultural/ international setting.	✓		
3. Experience working with development projects and ability to work with people of different categories of age and gender.	✓		
4. Excellent interpersonal and communication skills and be an active person knowledgeable in logistics management.	✓		
5.Excellent analytical, organization and negotiation competencies; resourcefulness, initiative, and maturity of judgment.	✓		
6.Excellent computer skills in word, excel and other Computer programs	✓		
7.Positive attitude, detail, and customer oriented with good multitasking and organizational ability.	✓		
8.Inclusion and respect for diversity, integrity and transparency, professionalism.	✓		
9.Ability to establish priorities and to plan, coordinate and monitor own work plan.	✓		



10.High level of flexibility, adaptive capacity and being able to initiate innovations	✓		
11.Excellent oral and written communication skills in English and Kinyarwanda. Knowledge of French and Kiswahili will be an added advantage.	✓		

## 7. Placement, Transition and Partnership Officer (1 Position)

As a member of the Program Implementation Team's Office, the Placement, Transition and Partnership Officer, will assist the Program PI and Director and other Program Implementation team members in the daily running of the office operations through executing placement, transition and partnerships, as well as administrative activities that help to deliver to the program goals.

### Main Duties and Responsibilities

- Support the preparation and transition activities for scholars.
- Coordinator Academic Internship and field attachment for MCF Scholars.
- Organize career Development, Entrepreneurship training activities for scholars.
- Support the program in linking up with organization for further professional development and placement opportunities for scholars.
- Maintain the partners database and their engagement for the support of transition and prepare activities.
- Facilitate processes and various activities to build good relations between MCF and various stakeholders at national and regional level including Government, Private and civil Society organisations.
- Facilitate the building and maintenance of the network and communication among the different partners.
- Planning of workshops conferences and focus group discussions.
- Participate in surveys related to transition and employment.
- Initiate the preparation of terms of reference for consultancy services related to placement, transition and partnership.
- Perform any other related tasks as may be assigned by the immediate Supervisor.

Competencies, qualifications, and skills (Compulsory (C), Desirable (D), or Added Advantage (A) in work performance and results)

Candidates should possess the following qualifications and demonstrate the following Competencies, values and skills	C	D	A
1. Bachelor's degree in Education, Management, Economics, Social Sciences, Business Administration, Public Administration, Logistics	✓		



Management with at least 5 years of experiences or a Masters Degree with at least 3 years of experiences in the above fields.			
2. Experience in operation support in a tertiary institution/ university setting, career development, operational and youth/student engagement in a multi cultural/ international setting.	✓		
3. Experience working with development projects and ability to work with people of different categories of age and gender.	✓		
4. Excellent interpersonal and communication skills and be an active person knowledgeable in logistics management.	✓		
5. Excellent analytical, organization and negotiation competencies; resourcefulness, initiative, and maturity of judgment.	✓		
6. Excellent computer skills in word, excel and other computer programs	✓		
7. Positive attitude, detail, and customer oriented with good multitasking and organizational ability.	✓		
8. Inclusion and respect for diversity, integrity and transparency, professionalism.	✓		
9. Ability to establish priorities and to plan, coordinate and monitor own work plan.	✓		
10. High level of flexibility, adaptive capacity and being able to initiate innovations	✓		
11. Excellent oral and written communication skills in English and Kinyarwanda. Knowledge of French and Kiswahili will be an added advantage.	✓		

## 8. Project Officer in Charge of MIS Data Analytics & IT (1 Position)

### Main Duties and Responsibilities

As a member of the Program Implementation Team's Office, the Project Officer in-charge of MIS Data Analytics & IT assists the Program PI and Director and other Program Implementation Team members in collecting and managing data for the programs as well as maximizing the use of IT tools and system to deliver to the program goal.

The following tasks are expected to be executed:

- Create and maintain the program's online platforms (website, data recording and reporting platforms and social media accounts) and other data analytics tools.
- Upload required and analyzed data in the program's data in the funder's Management Information System.
- Support the program to identify the IT needs towards successful delivery of the program set objectives.

- Develop impactful dashboards and program data visualization using supported Business Intelligence and data management tools.
- Collaborate with the program implementation team and other University units to source and validate data to be fed into Business Intelligence Solutions.
- Collaborate with the Program Lead for E-learning and educational support to provide IT support to the scholars and UR e-learning ecosystem champions.
- Contribute to the design and proposition of tools to ensure data collection to produce and analyze regular program data.
- Collaborate with the communication staff for the program content management and uploading.
- Collaborate with M&E team to design accurate data collection tools to measure the progress of the program and possible learning opportunities and points for improvement.
- Contribute to scientific and professional analysis of collected program data and ensure security of the reported program data.
- Ensure that accurate data visualizations are produced regularly after each research/data collection session.
- Administer all the program IT systems and set appropriately the system user roles to ensure effective communication and data sharing across the program staff.
- Perform account set up and user management for new and old program employees and alumni.
- Provide technical support for the installation and maintenance of the program hardware and software as well as internet access to the program office and operational centers.
- Provide technical support to all the end users of the program IT system as well as guests across campuses.
- Track emerging technologies to be adopted by the program and suggest them to the program management team for implementation to meet the set objectives.
- Perform any other related tasks as may be assigned by the Immediate Supervisor.

Competencies, qualifications, and skills (Compulsory (C), Desirable (D), or Added Advantage (A) in work performance and results

Candidates should possess the following qualifications and demonstrate the following Competencies, values and skills	C	D	A
1. Bachelor's degree in Computer Science, Information Technology with 7 years of experiences in data analysis, database management, and data modeling, software development and/or IT related assignments or Masters Degree in the above fields with at least 5 years of experience.	✓		
2. Experience with SQL, Python, R, and other statistical analysis tools	✓		





3. Strong skills in using a range of content management systems (CMS) for the development of dynamic websites.	✓		
4. Experience with programming languages such as Python, R, or Java			
5. Experience in data visualization, dashboard development, and report generation	✓		
6. Strong skills in system administration for both Window and Linux system environment.	✓		
7. Great command in Business Intelligence tools such as Tableau, PowerBI, among others.	✓		
8. Strong familiarity with online research/survey tools such as Survey Monkey, Qualtrics, Question Pro, Funnel, Stata and SmartPLS	✓		
9. Be able to work under pressure to meet tight deadlines.	✓		
10. Ability to learn quickly, ability to work in a teamwork, analytical skills and attentions to details.	✓		
11. Able to work independently with minimal supervision.	✓		
12. Having a high level of flexibility, adaptive capacity and being innovative	✓		
13. Excellent oral and written communication in English and Kinyarwanda. Knowledge of French will be an added advantage	✓		

## 9. Finance Secretary and Accountant (1 Position)

### Main Duties and Responsibilities

As a member of the Program Implementation Team's Office, the Administrative Secretary will assist the Program PI and Director and other Program Implementation Team members in the daily running of the office operations through executing administrative activities that help to deliver to the program goal.

The following tasks are expected to be executed:

- Receive purchase orders and requests for payments through BNR.
- Process payment through local mode (indirect payments).
- Ensure approval of payment and submission to BNR
- Check regularly payments made by BNR
- Strengthen and maintain network with UR-SPIU finance team.
- Put in place a proper filling system for the finance unit.





- Ensure regular filling of accounting documents for all payments
- Responsible for transparent and consistent filing of all accounting, banking and cash management documents.
- Check and control to ensure quality and completeness of justification and supporting accounting documents of all expenses following GOR and Mastercard Foundation financial guidelines.
- Ensure accounting coding and budgeting lines are correct: this includes verification of financial reports, expenses and supporting documents.
- Provide all necessary accounting data and information to the Financial Management Specialist and the Mastercard staff, for them to be able to follow up on budget and planning.
- Assist the Financial Management Specialist in the elaboration of financial reports, budgets or plans
- Prepare Bank register and keep cheques.
- Verify staff payroll for bank transfers at the end of each month.
- Ensures all invoices from external parties (contractors, suppliers etc) are paid in due time, by bank transfer, cheque or cash and arrange those documents by date: Preparing bank transfer and cheque documents; and manages pipeline payment to external parties.
- Act as an inputter at first level in BNR online system.
- Record all bank transactions, maintain bank accounts, ensure monthly bank statements and account overviews.
- Work closely with internal and external audits to carry out annual project audits.
- Perform any other related tasks as may be assigned by the Immediate Supervisor.

Competencies, qualifications, and skills (Compulsory (C), Desirable (D), or Added Advantage (A) in work performance and results)

Candidates should possess the following qualifications and demonstrate the following Competencies, values and skills	C	D	A
1. Bachelor's degree or A0 in Finance, Accounting, specialized in Accounting and Finance or Monetary and Banking specialization (C). with at least 7 years of experiences or a Masters Degree with at least 3 years of experiences in the above fields.	✓		
2. Relevant experience in Finance, Accounting, Management (D).	✓		
3. Accounting Professional Qualification recognized by IFAC (ACCA, CPA) (D)		✓	



4. Experience of working with different accounting Finance software in use is an added advantage.(A)			✓
5. Experience of working independently and without close supervision (D).		✓	
6. Working knowledge of the activities of other functions of the institution relevant to the department (D).		✓	

## 10. Administrative Secretary (1 Position )

### Main Duties and Responsibilities

As a member of the Program Implementation Team's Office, the Administrative Secretary will assist the Program PI and Director and other Program Implementation Team members in the daily running of the office operations through executing administrative activities that help to deliver to the program goal.

The following tasks are expected to be executed:

- Provide assistance for office daily management. This includes, but not limited to:
  - ✓ Organize the filing system of the program: proper archive of program files, maintain databases of correspondences;
  - ✓ Provide assistance for office communications/exchanges through receiving incoming documents to the program and expediting outgoing documents from the program;
  - ✓ Provide assistance in preparation and drafting letters to stakeholders and other documents that are relevant to the running of the program;
  - ✓ Provide customer care services to the program stakeholders through receiving visitors, orienting visitors and addressing general inquiries in relation to the program services;
- Provide assistance in the organization of program events and meeting. This includes, but not limited to:
  - ✓ Assisting in the requisition of services and supply needed for events and meeting;
  - ✓ Assisting in the preparation of documents and materials related to the organization of events and meeting;
  - ✓ Assisting in minutes taking for meetings and documentation of events;
- Provide assistance to the program activities related to scholars' recruitment and engagement. This includes, but not limited to:
  - ✓ Assisting in scholars' recruitment process and induction activities;
  - ✓ Assisting in the development and distribution of tools for scholars' information collection;



- ✓ Assisting in keeping track and records for scholars engagement activities and their associated administrative arrangements;
- Perform any other related tasks as may be assigned by the Program PI and Director.

Competencies, qualifications, and skills (Compulsory (C), Desirable (D), or Added Advantage (A) in work performance and results)

Candidates should possess the following qualifications and demonstrate the following Competencies, values and skills	C	D	A
1. Bachelor's degree in Business Administration, Arts and Publishing or Education	✓		
2. Minimum of 5 years of work experience in providing administrative services.	✓		
3. Experience in working for donor-funded projects.		✓	
4. Fluency in Microsoft Word, Excel, PowerPoint and Google Drive.	✓		
5. Excellent interpersonal skills including the ability to interact professionally with culturally diverse clients.	✓		
6. Advanced organizational skills and capacity to handle multiple assignments and meet deadlines with attention to detail and quality.	✓		
7. Ability to promote and enforce ethics and integrity and create precedence in good practice.	✓		
8. Self-development, ability to take initiative, adopt a corporate approach to complex situations.		✓	
9. Ability to creates and promote an enabling environment for open communication.	✓		
10. Ability to work independently, prioritize tasks and take initiative.	✓		
11. Be able to adapt to changing circumstances and handling diverse range of complex situation.		✓	
12. Excellent inter personal and team work skills and ability to deliver successfully within tight deadlines	✓		
13. Demonstrated maturity and sound judgment	✓		
14. High level of flexibility, adaptive capacity and ability to initiate innovations	✓		
15. Excellent oral and written communication in English and working knowledge in other languages used in Rwanda.	✓		



## APPLICATION PROCEDURE:

Interested candidates should send their application files to [spiurecruitment@gmail.com](mailto:spiurecruitment@gmail.com) with a copy to [mcfsp.ur@gmail.com](mailto:mcfsp.ur@gmail.com) the subject of the application e-mail should be containing your name and the position applied for. To confirm the application, candidates should also fill the form available through this link: <https://forms.gle/eL993gnMwpYbso2W7>

The application file must be a single PDF file and should contain the following items:

- Application letter Addressed to the SPIU Coordinator
- A Detailed Curriculum Vitae
- Copy of National ID or Passport
- Copies of Academic degree certificates
- Copy of any other relevant certificates acquired.
- Proof of relevant experience described in the CV.
- At least one recommendation letter from previous employment.

The deadline for submission of the application is set on **21<sup>st</sup> August 2023**. Only shortlisted candidates will be invited to sit for the written test.

Done at Kigali on 11<sup>th</sup> August 2023

  
**Immaculate BUGINGO**  
**Coordinator**  
**Single Project Implementation Unit (SPIU)**  
**University of Rwanda**

