



OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT

The University of Rwanda is a public institution of Higher learning committed to support the development of the country through the generation and advancement of knowledge and innovation among other core activities. In this framework, the Agreement was signed between Rwanda Basic Education Board (REB) and University of Rwanda (UR) to implement the Project entitled: **«Rwanda Quality Basic Education (RQBE) Project»**. In this regards, the University of Rwanda through its Single Project Implementation Unit (UR-SPIU) calls for qualified and motivated candidate to apply for the following position :

Administration and Logistics Officer (1 Position)

Workplace: University of Rwanda, College of Education (UR-CE), Rukara Campus

Duties and Responsibilities of Administration and Logistics Officer:

1. Manage project correspondences.

- Support the organization of events, both local and international such as air-ticket bookings, transport, hotel bookings etc. for Rwanda Quality Basic Education (RQBE) Project team
- Assist Team Leader and Deputy Team Leader to draft concept notes and follow up their approval.
- Assist Team Leader and Deputy Team Leader to draft the report of workshops and training sessions.
- Check regularly staff attendance lists during meeting and ensure they are well prepared.
- Manage correspondences and organize schedule of appointments
- Prepare meetings as per plan and draft minutes;
- Welcome and orient guests and customers and manage any inquiries;

2. Filling of Project Documents

- Put in place a proper filling system of Rwanda Quality Basic education project files.
- Ensure regular filling of all documents such staff lists, requisitions, official correspondences both internal and external correspondences.
- Responsible for transparent and consistent filing of all project management documents. Such as agreements, letters, Concept notes etc
- Check and control to ensure quality and completeness of justification and supporting accounting documents of all expenses following financial guidelines.

3. Logistics and stores Management

- Ensure planning and implementation of all administration and logistic activities of the Rwanda Quality Basic Education Project.
- Prepare monthly, quarterly and annual inventory reports;
- Maintain the asset register and ensure its regular update;
- Ensure good store keeping and distribution of office supplies and ensure regularly available for project activities;



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- Organize timely transport for staff going to the field in close collaboration with the Team leaders and deputy team leaders.
- Ensure staff lists are properly verified before submitting them to the finance unit for payment.
- Correct errors found in staff lists.
- Follow up and work closely with the Finance Management Specialist to ensure timely payment of suppliers, staff and service providers.
- Prepare requests of purchase orders for Procurement office.
- Receive purchase orders and requests for payments and ensure timely payment of suppliers and service providers.
- Ensure accountability, compliance with laws, value for money and achieve the project unqualified audit opinion;

4. **Budgeting and planning**

- Provide all necessary data and information to the Team Leaders and Deputy Team leaders, REB and finance for UR SPIU and the staff, for them to be able to follow up the preparation of action plan and budget.
- Assist Team leaders, and Finance Management Specialist in the preparation of project reports.
- Support Team Leaders in planning and elaboration of budget proposals;

Direct supervisor: The Administration and Logistics Officer will report to the Project Team Leader.

Required Qualifications, Skills and Experience

- Bachelor's Degree in Office Management, Public Administration, or related fields ; with at least 6 years of relevant experience in providing administrative services and handling logistics and management ;
- Master's Degree in Business Administration or Education with at least 3 years of relevant experience in providing administrative services and handling logistics and management ;
- Experience in administration for donor funded projects is a must
- Knowledge of office administration procedures
- Solid organizational skills, including attention to detail, multi-tasking and time-management;
- Have strong analytical skills and ability to deal with complex issues in a clear and practical manner;
- Experience of working independently and without close supervision
- 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.
- Attention to detail high level of accuracy and confidentiality.
- Customer service oriented and experience working with teams of various backgrounds.
- Ability to work as part of a team.
- Be fluent in written and spoken English, knowledge of French is an added advantage.



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Application procedures

Interested and qualified candidates should submit their applications online to the following link : <https://forms.gle/wy424oM4RuW2XyKC8>

The application file will be considered complete by submitting the following documents:

1. Application letter in English addressed to UR-SPIU Coordinator
2. A detailed Curriculum Vitae
3. A copy of academic degree (s)
4. A copy of proof of previous relevant experience described in the CV
5. A copy of the Rwandan National Identity Card or Rwandan passport

The deadline for submission of application is fixed on Thursday, 20th April 2023 at 17:00 Kigali time. Only shortlisted candidates will be contacted to sit for written test.

Done at Kigali on 12th April 2023


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

