

JOB VACANCY

ASSISTANT ADMINISTRATOR – RWANDA OFFICE

GRADE KRC 2A

Reports to: Chief Representative, Rwanda Liaison Office

Job Purpose

To provide comprehensive administrative, logistical and secretarial support to the Rwanda Liaison Office, ensuring smooth day-to-day office operations and effective support to the Chief Representative in delivering the office's mandate.

Primary Responsibilities

The main duties and responsibilities will include, but will not be limited to, the following:

1. Office Administration

- (a). Manage front office operations, including reception, correspondence, telephone and email communication.
- (b). Maintain proper filing, records management and safe custody of office documents.
- (c). Coordinate office supplies, equipment maintenance and vendor management.

2. Logistical and Secretarial Support

- (a). Organise meetings, appointments and travel arrangements for the Chief Representative and visiting Head Office staff.
- (b). Take minutes and prepare correspondence, reports and presentations as required.
- (c). Support the planning and coordination of local events, client visits and stakeholder meetings.

3. Liaison and Compliance Support

- (a). Support liaison with local authorities, service providers and regulators on administrative and statutory matters (including permits, licences and tax filings).
- (b). Assist in maintaining compliance registers and tracking renewal deadlines for licences and statutory obligations.

4. Financial and Resource Administration

- (a). Assist in maintaining petty cash records, basic bookkeeping and expense tracking for the office.
- (b). Support budget tracking and procurement processes for the Liaison Office.

Academic Qualifications

- (a). Bachelor's degree in Business Administration, Office Management, Secretarial Studies or a related field from a recognised institution.
- (b). Membership of a relevant professional body, where applicable, and in good standing.

Professional Qualifications

- (a). Certificate or Diploma in Secretarial Studies or Office Administration.
- (b). Proficiency in computer applications (MS Office Suite).

Experience

- (a). At least three (3) years' relevant office administration experience at the grade of Officer or in a comparable position.

Other Qualifications and Competencies

- (a). Fulfil the requirements of Chapter Six of the Constitution of Kenya.
- (b). Fluency in English is required; working knowledge of French and/or Kinyarwanda is an added advantage.
- (c). Strong organizational, interpersonal and communication skills, with high attention to detail and discretion.

How to Apply

Interested and qualified candidates may access detailed information on the application procedures through the Corporation's website, www.kenyare.co.ke, and the recruitment consultant's website, www.eaglehr.co.ke