



RECRUITMENT OF ADMINISTRATIVE ASSISTANT

TERMS OF REFERENCE

Background

Urunana Development Communication (Urunana DC) is a National Non-Government Organization which was founded in 2004 and registered in Rwanda under Ministerial order # **138/11 of 27th December 2006**. The Mission of the organization is to contribute to the development and wellbeing of the communities in Rwanda through innovative, creative and interactive communication and social services. Urunana DC implements a Social and Behaviour Change Communication (SBCC) program that largely focuses on public health and other social issues which affect health of the population.

The program is mainly funded through projects implemented by Urunana DC in collaboration with her partners. Urunana DC's SBCC program activities include: Production and broadcast of Urunana radio soap opera on Radio Rwanda and Radio Ten weekly, Umuhoza Radio Magazine broadcast on Radio Ten, production of radio spots, radio sketches, Radio serial drama and Community outreach theater shows. To-date over 2,160 episodes of Urunana radio soap opera have been produced and broadcast. The famous Urunana radio soap currently has a listenership estimated above 70% in Rwanda. Urunana DC's SBCC Program has been running for about 20 years (since 1999).

Urunana DC's SBCC program is implemented by a small core staff composed of the production team and the finance and administrative team. Due to increased workload there is need beef up the finance and administrative team in order to effectively and efficiently deliver to the organizational goals and objectives. It is in this regard that Urunana DC wishes to recruit a well-qualified and experienced person for the position of Administrative Assistant.

Title: Administrative Assistant (*1 position*)

Reports to: The Finance and Human Resource Manager

Work station: Kigali, Rwanda

Duration of Contract: One year with possibility of renewal

Overall responsibilities

The Administrative Assistant will mainly provide support in the Finance and Administration department of Urunana DC.

Overall responsibilities of the Administrative Assistant include:

- i) Carry out all front desk roles and responsibilities including ensuring orderliness and neatness at her/his the office;
- ii) Prepare/draft official letters as requested by the line manager of MD
- iii) Taking minutes during general staff meetings;
- iv) Properly file all official documents;
- v) Prepare and declare VAT, PAYE, RSSB, MLB & WHT 15%;
- vi) Petty cash management;
- vii) Logistics managements including; Stock keeping & issuing, office fuel management, utilities (water & electricity bills), office rubbish collection etc.
- viii) Recording/registering the in-coming and out-going courier ensuring proper referencing;
- ix) Attend to other assignments in the department as deemed necessary by his/her line manager.
- x) Make reservations for office meetings/Workshops where necessary;

Required Qualifications

- Be Rwandan
- Have at least a bachelor's degree in any of the following areas: Business Administration, Accounting and/or Finance from a recognized University institution;
- Possession of a professional qualification in office administration would constitute an added advantage;
- Fluent in English with very good writing skills;
- Be familiar with some accounting soft wares such as QUICK BOOKS;
- Must have very good knowledge of English (both written and spoken) and Kinyarwanda;
- Have knowledge and skills in using computer applications particularly word processing, Microsoft excel and Microsoft power point;
- Should be a good team player;
- Other important qualities required include: good communication skills, high quality of customer care skills, Respectful, creative, self-motivated and time conscious;

Application requirements

- Cover letter addressed to: **The Managing Director, Urunana Development Communication, P.O Box 2774, Kigali Rwanda**
- Certified copies of your degree certificate and any professional certificates you may have;
- Detailed curriculum vitae (Please include contact address of three referees on the last page of your CV)



- Copy of National Identity Card

Deadline for application

Applications should be submitted to Urunana Development Communication offices, at Kimironko plot No **628**, street No. **KG 17^{AV}** in Kimironko Sector, Gasabo District in Kigali City, not later than the 10th day of January 2020 before 3:00pm (15h00'). Online applications shall NOT be accepted.

N.B: Only shortlisted candidates will be invited for interview.

Done at Kigali on 19/12/2019

MANAGEMENT
URUNANA DEVELOPMENT COMMUNICATION

