

RWANDA

VACANCY ANNOUNCEMENT

Africa Humanitarian Action (AHA) is an international humanitarian non-governmental organisation providing effective humanitarian assistance to alleviate human suffering. AHA has been operating in building the strength of African people to solve African problems for the past 25 years. AHA is a partner of Government of Rwanda (MINEMA), UNHCR, UNFPA & WFP and provides Comprehensive Primary Health Care, Nutrition and HIV/AIDS services to refugees residing in Kiziba, Kigeme and Mugombwa refugee camps, urban refugees in Kigali and Huye and for Rwandan Returnees in two Transit Centres, Kijote and Nyarushishi and two Reception Centres (Bugesera and Nyanza). AHA currently wants to employ qualified and motivated personnel for the following positions:

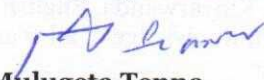
Location	Vacant positions	Level Required	No	Work experience	Specific experience required
AHA CO	Logistic & Procurement Officer	Ao in Logistics, Accounting, Finance/Business / or other related fields	1	3 Years and above	<ul style="list-style-type: none"> ▪ Minimum 3 years previous relevant Job experience in Asset management, procurement, and supply chain; ▪ Creative and problem-solving skills ▪ Strong communication skills and ability to work and make decisions independently; ▪ Quality leadership, team building, good interpersonal and computer skills; ▪ Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage.
AHA Kiziba	GBV/HIV Counselor	A1/Ao in General Nursing	1	3 Years and above	<ul style="list-style-type: none"> ▪ Minimum 3 years previous relevant job experience as HIV counselor; ▪ Applicants must have specific trainings on VCT, ART, STI and OI and Communication and Counseling ▪ Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage.
	Office Assistant/Cashier	A1 in Office Management/ Accounting /or other related discipline	1	2 Years and above	<ul style="list-style-type: none"> ▪ Minimum 2 years previous relevant job experience; ▪ Effective communication, office management, Excellent Customer Care, Strong Problem Solving and computer Skills; ▪ Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage.
AHA Mugombwa	Medical Coordinator	Doctorate degree in Medicine	1	3 Years and above	<ul style="list-style-type: none"> ▪ Minimum 3 years work experience in medical field, program development, implementation, monitoring, evaluation & coordination of health in Hospitals or NGO; ▪ Quality leadership, team building, good interpersonal skills, Communication skills, familiar with MS Office, Power Point, Excel and Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage.
	Community Health Coordinator	Ao in Public Health/ or other related fields	1	3 Years and above	<ul style="list-style-type: none"> ▪ Minimum 3 years previous relevant Job experience in community & public health preferably in an NGO; ▪ Effective communication & computer skills, ethical & professional practice; ▪ Fluent in English, Kinyarwanda & or French, Knowledge of all is an advantage.

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AHA Mugombwa	Social Worker	A1/AO in General Nursing	1	2 Years and above	<ul style="list-style-type: none"> ▪ Minimum of 2 years previous relevant Job experience working in a government Hospitals; ▪ Good communication skill; ▪ Familiar with Microsoft Office, Power Point, word & Excel ▪ Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage;
Kigeme & Mugombwa	Lab. Technician	A1/AO in Laboratory Science	2	3 Years and above	<ul style="list-style-type: none"> ▪ Laboratory knowledge and experience working in the Health Centre or Hospitals; ▪ Attention to detail and high level of accuracy; ▪ Familiar with MS Office, Power Point and Excel; ▪ Fluent in English, Kinyarwanda and or French, Knowledge of all is an advantage.
AHA Kigeme	Food Distribution Clerk	A1 in Accounting/or Management and other related discipline	1	2 Years and above	<ul style="list-style-type: none"> ▪ Minimum of 2 years previous relevant Job experience; ▪ Ability to write routine reports; ▪ Ability to work harmoniously with colleagues from various cultures; ▪ Personal commitment, motivated, flexibility, efficiency and drive for results and ability to work in a team; ▪ Familiar with MS Office, Power Point and Excel; ▪ Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage.
Any AHA Office	Finance & Admin. Assistant	Ao in Finance, Business Administration & Management, Public Administration or related field	1	3 Years and above	<ul style="list-style-type: none"> ▪ Minimum of 3 years previous relevant Job experience; ▪ Quality leadership, team working, Interpersonal, Planning & organizing, problem solving and good Communication skills; ▪ Familiar with MS Office, Power Point ,Excel and QuickBooks; ▪ Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage.

Starting date: As soon as possible
Period: One-year renewable
Required: Rwandan Nationality

For all posts, working experience with NGOs interacting with refugees or displaced population is an added value. Interested candidates should submit, their motivation letter, updated C.V together with three references, copy of national ID/Passport, and copy of latest work certificates documents for the previous employer all in **One PDF Format**. All candidates should submit their applications addressed to the Senior Health & Program Coordinator in the email address: mulugetatena@yahoo.com and a copy to personnelrw@africahumanitarian.org and nzade60@gmail.com, not later than **15/01/2021 at 12 am**.


Dr. Mulugeta Tenna
Senior Health & Program Coordinator

Done at Kigali, 11 January 2021.

