



Staff Recruitment Notice
Paper Crown Rwanda

Position: Administration & Project Coordinator

Expected start date: July 1st, 2021

Hours: 15-20 hours per week

Type of contract: Staff position, part-time role

Length of contract: 6 months, inclusive of 2-month probation period (possibility of open-ended renewal)

Reports to: Programs & Partnerships Manager

Summary of the role: To work closely with PCR's Programs & Partnerships Manager for project coordination and implementation, as well as basic administrative support for the organization.

Essential duties and responsibilities:

- Support the administrative management of the organization, including the day to day operations of the office.
- Support the Programs & Partnerships Manager in project coordination and execution.
- Coordinate and manage project participants in the field, under the direction of the Programs & Partnerships Manager.
- Follow up with project participants and host schools / partner organizations to ensure they are well-informed and prepared to host projects.
- Prepare all administrative project materials and documents (attendance lists, student materials, project documents, consent forms, etc.).
- Manage project supplies and expenses, working closely with the Programs & Partnerships Manager.
- Attend project sessions in the field and support the Programs & Partnerships Manager on the ground during implementation of PCR's various initiatives.
- Ensure PCR Board Meetings and any related administrative preparation and follow up are well-managed and executed correctly and efficiently.
- Oversee the basic administrative day-to-day needs of the office (maintain office and project supplies, filing, keeping track of key organizational activities and deadlines, etc.)
- Attend special events, trainings, conferences, etc. when the Programs & Partnerships Manager is unavailable.
- Other related operational and project support duties, as required.

Necessary skills and qualifications:

- Bachelor's degree in business administration or other related field relevant for the role
- Minimum of 1-2 years of experience in project coordination, organizational administration, and

related areas, particularly with a local organization working in the Rwandan context

- A confident self-starter who takes initiative and owns the successful outcomes of their work areas
- Ability to work quickly and efficiently without compromising attention to detail and professionalism
- High level of commitment to quality of work and professional integrity
- Proven ability to build positive working relationships with partners and local communities
- Strong interpersonal and communication skills are essential
- Proven ability to respond effectively to challenges and work strategically in a busy team environment with minimal supervision
- Fluency in English (both oral and written) and the ability to communicate professionally is mandatory

Compensation: Based on current market rates for Rwanda, and commensurate with experience. A private health insurance package is also provided to the successful candidate.

To apply: Qualified applicants must submit the following documents **by May 25th, 2021:**

- Detailed cover letter outlining why you are the best fit for this role, highlighting real-life examples of achievements that are directly related to the job description points
- Updated CV highlighting the most relevant areas of your prior experience
- At least **two professional references** to be contacted

Application documents should be submitted to clementine@paper-crown.org. To learn more about our work, please visit www.paper-crown.org