

	<b>TITLE:</b>	<b>Facilities &amp; Events Coordinator</b>	<b>POSITION #:</b>	<b>RW-NR21-002</b>
	<b>LOCATION:</b>	<b>Kigali, Rwanda</b>	<b>RECRUITMENT TYPE:</b>	<b>National</b>

#### POSITION SUMMARY

AKADEMIYA2063 (A2063) was established to continue and expand the portfolio of policy research and capacity-strengthening support for implementing the Comprehensive Africa Agriculture Development Program (CAADP). AKADEMIYA2063 overall mission is to provide data, policy analysis, and capacity-strengthening support that enables African Union member states to achieve inclusive and sustainable development and economic prosperity. AKADEMIYA2063's programs portfolio consists of The Regional Strategic Analysis and Knowledge Support Systems (ReSAKSS), the African Growth and Development Policy (AGRODEP) Modeling Consortium, and the Malabo Montpellier Panel (MaMo Panel).

AKADEMIYA2063 is looking for a qualified candidate to serve as a Facility & Event (F&E) Coordinator. Under general direction, the successful candidate will plan, oversee staff, and provide facility, event, and operational support to our Kigali office. The F&E Coordinator will supervise service providers as needed to ensure that facilities are properly cleaned, maintained, and secured, and will oversee a wide variety of duties for events such as conferences, board meetings, and workshops. **Interested applicants must have the proper authorization to work in Rwanda**

#### DUTIES & RESPONSIBILITIES

Under the direct supervision of the Director of Finance & Administration, the F&E Coordinator will ensure delivery of effective client focused services for the office and:

- Assume responsibility for the efficient and smooth operation of the physical jobsite, maintain and ensure a safe, clean, and functional work environment.
- Coordinate the contracting process and supervise the work of service providers such as cleaners, gardeners, security, caterers, and maintenance workers.
- Receive, manage, and process work order requests; ensuring problems are resolved quickly.
- Draft and implement preventive maintenance schedules for the building and equipment.
- Manage equipment and supply needs for the office, including furniture, telecommunications, kitchen appliances, office equipment and supplies, and climate control.
- Manage building and equipment maintenance schedules, ensuring that all equipment is in proper working order and available for use.
- Maintain proper inventory of supplies; reordering them as needed, in a timely manner.
- Act as liaison between employees and any outside contractors needed to resolve specialized problems.
- Manage the meeting rooms and on-site guest hotel rooms booking process.
- Oversee the on-site restaurant operations for staff and visiting guests.

- Coordinate a variety of on-site events as required.
- Supervise the work of office drivers and manage vehicle usage, maintaining an up-to-date record of logbooks.
- Oversee transportation services for the office, schedule usage by employees, facilitate the transfer of visitors to/from hotels, and coordinate the airport transfer's process.
- Document processes and keep records as needed.
- Ensures safety standards are in place and followed throughout the facility.
- Perform other tasks, as required by the evolution of the office and the role.

#### EDUCATION & TRAINING

- Bachelor's degree in Administration, Facility Management, Event Management, or another closely related field;

#### QUALIFICATIONS

- At least two years of applicable experience
- Excellent critical thinking and organizational skills.
- Ability to work independently, multitask and achieve results by meeting deadlines.
- Positive attitude, resourceful nature, and excellent problem-solving capabilities.
- Proactive and teamwork-oriented approach to problem solving.
- Communicate clearly and effectively, both orally and in writing.
- Energetic, creative and willingness to be a team player.
- Fluency in French or English and working proficiency in the other.
- Establish and maintain highly effective working relationships with colleagues and clients.

#### APPLICATION DETAILS

If you are interested in this position, please send your detailed e-mail application: CV and cover letter in English, by **July 6, 2021**, to [careers@akademiya2063.org](mailto:careers@akademiya2063.org) . Please include the position title in the subject line.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

**AKADEMIYA2063 is an equal opportunity employer.**