

Job description of Receptionist & Admin Assistant

Organization Background: Education Development Center (EDC) is one of the world's leading non-profit research and development firms. Established in 1958, EDC's work spans the globe, joining research with practice to meet today's and tomorrow's challenges in education, health promotion, technology, human rights, and the environment. EDC's services include research, training and technical assistance, and educational materials, with activities ranging from seed projects to large-scale national and international initiatives. While the issues we confront are complex, all that we do is united by one simple conviction: Learning is the liberating force in human development.

Project Background: EDC currently implements 3 projects in Rwanda. *USAID Huguka Dukore Akazi Kanoze (HDAK)*, a project that over the course of five years, has been preparing Rwandan youth workforce to meet the needs of an evolving knowledge-based economy that requires 21st century capabilities. It aims to provide 40,000 vulnerable youth with employability skills by scaling up proven successful interventions across 20 of 30 districts countrywide. *USAID Umurimo Kuri Bose (UKB)* is a 2-year project that aims to increase employability skills of youth with disabilities in 12 districts, while fostering an enabling environment for youth with disabilities to be able to access and succeed in employment and self-employment. *Mastercard Foundation Building Resilience in TVET through E-learning (BRITE)* is a 2-year project that will support and work closely with Rwanda Polytechnic to help strengthen existing e-learning initiatives by focusing on transferable employability skills, trade-based technical skills, as well as remote support to students during their internships and/or apprenticeships.

Summary: The Receptionist & Admin Assistant will be responsible for routine basic Reception, Administration, HR and operations processes in accordance with the set Standards and procedures for EDC projects in Rwanda. The Receptionist and Admin Assistant will provide full administration and operations support to EDC by working closely with the HR/Operations Coordinator, with the Logistics and Logistics Assistant, and with the Finance and Administration Manager.

This position reports to the **Finance and Administration Manager**. This position is located in Kigali.

Essential functions include (but are not limited to):

Reception:

- Manage the Reception desk and switchboard
- Receive, dispatch and file all official correspondence
- Welcome and direct visitors to the appropriate employees or appropriate meeting rooms within the organization.
- Collect and arrange couriers
- Maintain general tidiness of the reception (outdoor and indoor reception areas)

Administration and Operations:

- Provide full administration support to the team and departments.

- Make available all administration templates to projects staff
- Assist the COP in managing meeting schedules: setting and following up on appointments with external stakeholders; schedule appointments and maintain and update appointment calendars.
- Maintain records and filing of all correspondences;
- Support logistical arrangements for international visits of EDC staff and other guests; this includes booking of accommodations, flights and ensure airport pick-up and drop off.
- Provide administrative support to the senior staff including EDC Country Director and Chief of Party, Deputy Chief of Party, and Program Manager.
- Ensure all project assets are properly labeled as per EDC and donor's requirements
- Assist the Finance and Administration Manager to periodically reconcile physical stock against book records of office supplies & stationery;
- Manage and maintain petty cash and produce petty cash report;
- Assist the Finance and Administration in updating inventory of project assets
- Typing correspondences as relevant.
- Provide logistical support to meetings held in the Board Room, this includes arrangements for catering provisions.
- Management of administrative forms and templates.
- Maintaining general tidiness of conference/meeting rooms and their booking register.
- Work closely with the Operations team to provide support as required
- Interact with senior management on issues related to the visitors' transportation and logistics.

Human Resources

- Support the HR/Operations coordinator to maintain HR record keeping system such as staff vacation plan and use as per EDC policy;
- Ensure implementation of time and attendance policy by project staff as per EDC internal rules;
- Ensure that staff submit regularly their time sheets, review timesheets for accuracy;
- Liaise with HR/Operations coordinator to ensure all staff files are filled as per EDC's policy.
- Perform any other duties as may be requested by the supervisor.

Qualifications and Requirements:

- A Bachelor's in Administration, Public relations, Business studies or other related fields from a recognized institution.
- At least 1 year of working experience in a similar work.
- Knowledge of Administration processes, Procurement, logistics, HR systems, and principles.
- Knowledge of computer packages (including Excel, Word, PPP and other)

- Teamwork
- Interpersonal relations
- Confidentiality and Ethical behavior.
- Time consciousness
- Fluency in English and Kinyarwanda

Application process: Interested candidates should submit their application via email ryp@edc.org addressed to the EDC Country Director, including a CV and Cover letter, not later than **November 5th, 2021 midnight.**

Please note that only shortlisted candidates will be contacted.

EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women are encouraged to apply.