

# Executive Coordinator for Administration and Operations

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The Rwanda Institute for Conservation Agriculture (RICA) is a unique and innovative English language undergraduate university dedicated to preparing the next generation of agricultural leaders of Rwanda and East Africa. Its operations include five working farms (enterprises) located in Gashora (Bugesera District) and a satellite enterprise at Nasho in Kirehe District. The enterprises focus on Dairy, Vegetable & Tree crops, Poultry & Swine, Row & Forage crops, and Mechanization/Irrigation.

## DESCRIPTION

Executive Coordinator for Administration and Operations will serve as the point of contact among executives, stakeholders, and other external partners, increase brand awareness, and be a partner in advancing RICA's mission to develop future innovators in agriculture. Reporting to the Vice Chancellor of Administration and Operations, the Executive Coordinator for Administration and operation's duties and responsibilities include providing administrative support to RICA Senior Leadership to ensure efficient operation of the office of the Vice Chancellor of Administration and Operations .

The Executive Coordinator for Administration and Operations will also provide primary administrative support for Director of Human Resource through a variety of tasks provided below related to organization and communication; he\she will be responsible for confidential and time sensitive material and is expected to adhere to RICA's concepts, practices, policies and procedures. Additionally, the individual will work closely with RICA staff to maintain strong internal and external communication and other key relationships for RICA.

## RESPONSIBILITIES

- **Complete a broad variety of administrative tasks that facilitate the Vice Chancellor's ability to effectively lead the organization including.**
  - Assisting with special projects; professionally managing complex institutional and external relationships.
  - Maintaining an appropriate level of office communication (maximizing communication when needed and maintaining confidentiality as required).
  - Monitoring institutional progress towards completion of priority projects.
  - Assisting the Vice Chancellor's office with focusing on the completion of priority institutional responsibilities.

- Designing and producing complex documents, reports, and presentations.
  - Collecting and preparing information for meetings with staff and outside parties.
  - Composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
  - Act as a liaison and provide support to the Executive team. Arrange and handle all logistics for meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of the Vice chancellor.
  - Work closely with the Vice Chancellors to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Serve as a monitor creating a win-win situations for direct access to the Vice Chancellor's time and office. Conserve the Vice chancellor's time by reading, researching, collecting and analyzing information as needed, in advance.
  - When needed, Coordinate Executive Team meetings and retreats and assist with other meetings and events as needed.
  - Provide calendar management for the Vice Chancellor. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
  - Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the Vice Chancellor and team, demonstrating leadership to maintain credibility, trust, and support with the team. Complete projects by assigning work to appropriate staff on behalf of the Vice Chancellor.
  - Represent the College and the Office of the Vice Chancellor in a positive light through great follow-through skills and sound judgment. Welcome all guests by greeting them in a professional manner, in person or on the phone; answering or directing inquiries.
  - Provide leadership to ensure the information on the college website updated and complete, including events calendar, policies and procedures, and committee minutes and agendas.
- **Provide support as needed in the Human Resources office, including backup support for:**
    - The Human Resources Information System (HRIS) basic features.
    - Updating compliance Human Resources (HR) trackers.
    - Updating organizational charts.
    - Filing and following up on staff documents compliance on HRIS.
    - Sharing and following up on Human Resources electronic forms.
    - Support the employee engagement activities logistics and records.
    - Supporting the recruitment and onboarding process.
    - Supporting the offboarding process.
    - Support staff travel related logistics.
    - Support international staff work permit process and renewal.
  - Provide other duties as needed to support the business office, facilities, construction, and other priority institutional needs.

## HOW TO APPLY

Submit the following documents in English

- Cover Letter summarizing intent and suitability for the position.
- A resume or CV.
- Official degree certificate for highest degree obtained.
- List of recommenders with contact information.

**Please combine your resume/CV with your degree certificate as one PDF file before you upload.**

### Application Link

<https://rica.bamboohr.com/jobs/>

Review of applications will begin August 29, 2022 and continue until the position is filled.

**Website:** <https://www.rica.rw/>