

Administrative Officer – Faculty and Institutional Development



The Rwanda Institute for Conservation Agriculture (RICA) is a unique and innovative English language institution dedicated to preparing the next generation of agricultural leaders of Rwanda and East Africa. Students at RICA will engage in curricular and co-curricular learning opportunities emphasizing practical hands-on skills, Conservation Agriculture and One Health principles, oral and written communication, leadership, and entrepreneurship.

In an experiential learning environment, students will develop the knowledge and experience necessary for a wide range of careers in agriculture. Students at RICA will gain experience in the six Enterprises that include, Dairy, Poultry and Swine, Row and Forage Crops, Vegetable and Fruit Crops, Irrigation and Mechanization, and Food Processing. All RICA graduates will be innovative problem solvers able to operate farms and ranches, start agribusinesses, assume management roles in cooperatives, NGOs, and other agricultural enterprises, serve their communities as extension agents and technical and policy experts, or take on positions of agricultural leadership in Rwanda.

DESCRIPTION

The Administrative Associate supports faculty and Institution Development efforts, with a primary focus on facilitating impactful teaching and learning and engaging stakeholder interactions with the Institute.

RESPONSIBILITIES

- Desk location in Muduha Office to support faculty and facilitate interaction with students and office organization
- Manage information flow from/to faculty and Institutional Development staff in a timely manner
- Assist faculty with procurement
- Ensure that expenses related to faculty procurement are properly tracked and budgeted
- Coordinate faculty travel and accommodation arrangements
- Ensure that stock of office supplies in Muduha is maintained
- Assist in planning and facilitation of educational events for students, on and off campus, such as Round Tables, Panels, field trips, etc. in collaboration with faculty and Institutional Development staff
- Assist Institutional Development and the Events Coordinator in planning and organizing events on campus, including provision of protocol to guest speakers
- Represent RICA at community engagement meetings
- Work with HR staff in onboarding new academic staff

- Set up for and take minutes at faculty meetings; send minutes to VC for review prior to distribution to faculty
- Provide general academic support to faculty: exam proctoring, proof-reading documents, course preparation such as copying
- Other duties as assigned by the Vice Chancellor, Academic Affairs, Research and Extension.

MINIMUM QUALIFICATIONS

- BS/BA degree in agriculture, communications, or affiliated fields.
- Strong experience with office technology – hardware and software, especially MS Office applications.
- Strong communication skills (phone, email and in-person) with advanced written and spoken English.
- Experience exercising discretion and confidentiality with sensitive information.
- Excellent organizational skills with an ability to think proactively and prioritize work; ability to manage multiple projects at the same time.
- Strategic thinking ability.

BENEFITS OF JOINING THE RICA TEAM

Staff at RICA are part of creating something unique in the world. While working with world-class educators and researchers, you will transform agriculture in Rwanda and East Africa for a conservation-minded and food-secure future. RICA staff also receive a salary commensurate with the applicant's background, and a relocation allowance for international faculty.

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 January 04th, 2023 and continue until the position is filled.

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