



## **Innovations for Poverty Action (IPA)**

**Position: Human Resource and Administration Assistant, Rwanda**

- **Location:** Kigali, Rwanda
- **Deadline to apply:** 5 PM 04<sup>th</sup> March 2023, applications will be reviewed on a rolling basis
- **Length of Commitment:** 1-year renewable
- **Desired start date:** ASAP
- **Reports to:** HR Manager

Innovations for Poverty Action (IPA) has 10 active projects spanning across Education, Agriculture, Finance and Health. IPA has number of full-time and part-time staff including enumerators working across the country in Rwanda, predominantly implementing Randomized Control Trials in collaboration with leading Rwandan and international universities and academicians from all over the world, the Government of Rwanda and other development organizations to evaluate the impact of new development concepts to help inform future government policy and development projects.

### **Essential Duties and Responsibilities:**

Under the supervision of the HR Manager, the HR and Administration Assistant will ensure the efficient delivery of the administrative and human resource support in the Rwanda country office. The position holder will play an important role of assisting with the planning and implementation of office travels, study tours, office management and providing human resources support to the country team etc.

#### **SPECIFIC DUTIES:**

- Provide general administrative and logistical support to the country office and programme staff.
- Collect, compile and organize background documents and other materials for meetings held in the offices.
- Monitor the usage of office resources including supplies, equipment, office repairs and general office management.
- Responsible for efficient booking of the meeting rooms and FO training tent.
- Ensure effective filing through automated filing systems and safekeeping of all HR documents and mails
- Coordinate the office vehicle booking by program staff or support staff
- Monitor the inventory levels of office materials.
- Update the asset register for the Rwanda country office.
- Facilitate inhouse and outdoor meetings and workshops organized by country office and program staff.
- Monitor the local staff medical insurance usage as per signed contract and report any misuse found.

- Take staff meeting minutes and follow-up action points from staff meetings, conferences, and workshops.
- Assist in ensuring compliance with the Health and Safety Act in the country office and ensure that standards are adhered to as per the local labor laws.
- Support all HR administration processes in the Rwanda Office i.e. Preparation of staff induction, support the recruitment processes, process work permits applications, renewals and cancellations, prepare work certificates for staff;
- Ensure that IPA Rwanda complies with all local labor laws and all staff are registered with the appropriate authorities (RSSB registration for new staff, etc.);
- Manage the field officer's database to assess FO performances on duties assigned to them
- Carry out any other administrative and human resource duties as assigned by the line manager.

#### **Education**

- Bachelor's Degree in public administration, business administration, human resource management; general management or any other related field.

#### **Work Experience**

- At least 2 years of progressively responsible HR and administrative and/or programme support experience is required at the national or international level.
- Experience of providing administrative and logistical support to programme activities of for a Not-for-Profit Organizations / Programme based exposure
- Experience in human resources administration will be an added advantage.
- Experience of programme reporting, including monitoring and evaluating based on provided data
- Experience of communicating effectively, including writing skills
- Experience of working effectively within an office environment, using initiative, and prioritizing own workload

#### **Language Proficiency**

- Excellent command of English and strong verbal and written communication skills
- Sound command of the French Language both written and spoken
- Capability to speak the native language is an added advantage
- MS office proficiency

#### **How to Apply:**

**Interested applicants meeting the requirements should fill an online application form and attach their Cover Letter, CV and Degree(s) through the following link: [https://poverty-action.formstack.com/forms/ipa\\_rwanda\\_hr\\_and\\_adim\\_assistant](https://poverty-action.formstack.com/forms/ipa_rwanda_hr_and_adim_assistant)**

**APPLICATIONS CLOSE AT 5 PM RWANDA TIME ON **March 04<sup>th</sup> 2023**. LATE APPLICATIONS WILL NOT BE CONSIDERED. DUE TO THE LARGE VOLUME OF APPLICATIONS, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**