

RWANDA

VACANCY ANNOUNCEMENT

Africa Humanitarian Action (AHA) is an international humanitarian non-governmental organisation providing effective humanitarian assistance to alleviate human suffering. AHA has been operating in building the strength of African people to solve African problems for the past 27 years. AHA is a partner of Government of Rwanda (MINEMA), UNHCR, UNFPA & WFP and provides Comprehensive Primary Health Care, Nutrition and HIV/AIDS services to refugees residing in Kiziba, Kigeme and Mugombwa refugee camps, urban refugees in Kigali and Huye; for Rwandan Returnees in two Transit Centres, Kijote and Nyarushishi; two Reception Centres (Bugesera and Nyanza). AHA currently wants to employ qualified and motivated personnel for the following positions:

Location	Vacant positions	Level Required	No	Work experience	Specific experience required
AHA Huye	RH/HIV & IGA Project Coordinator	Masters in Project Management	1	3 Years and above	<ul style="list-style-type: none"> ▪ Minimum 3 years previous relevant job experience as HIV Program Coordinator; ▪ Excellent knowledge of monitoring and evaluation principles and practices, ability to work harmoniously with colleagues from varied cultures and professional backgrounds and Strong strategic and creative thinking; ▪ Applicants must have specific trainings on VCT, ART, STI and OI and Communication and Counseling ▪ knowledge & experience in Micro Finance management ▪ Fluent in Kinyarwanda, English and/ or French, Knowledge of all is an advantage.
AHA Gashora	Finance & Admin. Assistant	Ao in Business Administration , Accounting, Finance/ or other related fields	1	3 Years and above	<ul style="list-style-type: none"> ▪ Minimum 3 years in Administration, Human Resource, and Finance management in Public or Private Institutions, preferably in an NGO. ▪ Quality leadership, team working, Interpersonal, Planning, organizing, problem solving; ▪ Familiar with MS Office, Power Point and Excel; ▪ Strong communication skills and ability to work and make decisions independently; ▪ Quality leadership, team building, good interpersonal and computer skills; ▪ Fluent in Kinyarwanda, English and/ or French, Knowledge of all is an advantage.

Starting date: As soon as possible
Period: 2 Months renewable
Required: Rwandan Nationality

For all posts, working experience with NGOs interacting with refugees or displaced population is an added value. Interested candidates should submit, their motivation letter, updated C.V together with three references, copy of national ID/Passport, and copy of latest work certificates documents for the previous employer all in **One PDF Format**. All candidates should submit their applications addressed to the Head, Finance Admin. & Logistics on the following email address: vedaste.gakunde@gmail.com and copy to mulugetatena@yahoo.com and nzade60@gmail.com, not later than **12/11/2021** at **17 pm**.

Gakunde Vedaste
 Head, Finance, Admin. & Logistics



Done at Kigali, 05 November 2021