



## 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 Kijote Transit Center; 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 CO	Human Resource Officer	Bachelor in Human Resources Management/ Business Administration or other relevant fields	1	3 Years and above in Administration, human resource and financial management in public/private institutions, preferably in an NGO.	<ul style="list-style-type: none"> <li>▪ Experience in HR Management, training and planning skills;</li> <li>▪ Quality leadership skills;</li> <li>▪ Excellent interpersonal skills and a collaborative management style;</li> <li>▪ Familiar with MS Office Word, Power Point and Excel;</li> <li>▪ 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;</li> <li>▪ Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage;</li> <li>▪ Transparency;</li> </ul>
	Store/Archive Keeper	Bachelor in accounting, logistics, Management or other relevant field	1	3 Years and above	<ul style="list-style-type: none"> <li>▪ Experience in store management, assets, inventory and awareness on standard procurement guidelines;</li> <li>▪ Solid knowledge of data analysis, inventory management and forecasting techniques;</li> <li>▪ Work with less supervision and frequent reminders;</li> <li>▪ Analytical mind with strong attention to detail, good interpersonal skills;</li> <li>▪ Effective and efficient communication skill;</li> <li>▪ Familiar with MS Office Word, Power Point and Excel;</li> <li>▪ Team working skills;</li> <li>▪ Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage</li> </ul>
AHA Kiziba & Mugombwa	Finance & Admin Assistant	Bachelor's degree in Business Administration, Accounting, Finance or other relevant field	1	3 Years and above	<ul style="list-style-type: none"> <li>▪ Experience in administration, human resource and finance management in Public or Private Institutions, preferably in an NGO interacting with refugees or displaced population;</li> <li>▪ Passionate in delivering assigned responsibilities;</li> <li>▪ Work with less supervision and frequent reminders;</li> <li>▪ Self-motivated;</li> <li>▪ Team working skills;</li> <li>▪ Having experience in Petty Cash, Cash Book, Bank Reconciliation;</li> <li>▪ 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;</li> <li>▪ Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage;</li> </ul>

AHA Kiziba	Office Assistant	A1/AO in Business Administration, Accounting, Finance or other related field for this role	1	3 Years and above	<ul style="list-style-type: none"> <li>▪ A confident self-starter who takes initiative and owns the successful outcomes of their work areas;</li> <li>▪ Ability to work quickly and efficiently without compromising attention to detail and professionalism;</li> <li>▪ High level of commitment to quality of work and professional integrity;</li> <li>▪ Proven ability to build positive working relationships with partners and local communities;</li> <li>▪ Strong interpersonal and communication skills;</li> <li>▪ Proven ability to respond effectively to challenges and work strategically in a busy environment with minimal supervision;</li> <li>▪ Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage;</li> </ul>
AHA Kiziba & AHA Gashora	Clinical Nurse	A1/Ao in General nursing	2	2 Years and above Clinical nursing in the health center/ hospital	<ul style="list-style-type: none"> <li>▪ Experience with NGOs interacting with refugees or displaced population;</li> <li>▪ Passionate in delivering assigned responsibilities;</li> <li>▪ Work with less supervision and frequent reminders;</li> <li>▪ Self-motivated;</li> <li>▪ Team working skills;</li> <li>▪ Applicants must have specific trainings on STI, OI, HIV and Communication and Counseling;</li> <li>▪ 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;</li> <li>▪ Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage;</li> </ul>
AHA Kiziba & AHA Mugombwa	Laboratory Technician	A1/Ao in Laboratory	2	2 Years and above Lab-Technician in the health center/ hospital	<ul style="list-style-type: none"> <li>▪ Experience with NGOs interacting with refugees or displaced population;</li> <li>▪ Laboratory knowledge and experience working in hospitals. Work with less supervision and reminders;</li> <li>▪ Self-motivated;</li> <li>▪ Team working skills;</li> <li>▪ 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;</li> <li>▪ Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage;</li> </ul>
AHA Kigeme	Nutrition Coordinator	Ao in Nutrition	1	3 Years and above	<ul style="list-style-type: none"> <li>▪ Experience in the field of Nutrition, program development, implementation, monitoring, evaluation &amp; coordination in health facilities or NGO;</li> <li>▪ Quality leadership, team building, good interpersonal skills, communication skills, familiar with MS Office, Power Point and Excel;</li> <li>▪ Fluent in Kinyarwanda, English and/or French; Knowledge of all is an advantage.</li> </ul>

**Starting date:** As soon as possible  
**Period:** 1 year 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](mailto:vedaste.gakunde@gmail.com) and copy to [mulugeta@yaho.com](mailto:mulugeta@yaho.com) not later than **14/1/2022 at 17 pm**.

Gakunde Vedaste  
Head, Finance, Admin. & Logistics

Done at Kigali, 7 January 2022

