

JOB OPPORTUNITIES AT AVEGA

Headquartered in Kigali, Rwanda, Remera Sector, Association des Veuves du Genocide "AVEGA AGAHOZO" Is seeking to recruit competent staff for the following position:

Job Title: Human Resources, Procurement and Administration Services Manager

Report to: Director of Administration

Place of Employment: Kigali

Type: Full Time

Closing date for applications: 14 /3/2022

Duties and Responsibilities:

Under the direct supervision of the Director of Administration the incumbent ensures execution of transparent and efficient HR, procurement and administrative services and processes at AVEGA-AGAHOZO. S/he pursues a timely, quality and results-oriented approach.

More specifically, the HR, Procurement and Administration Services Specialist is responsible for:

A. Human Resources management services:

- Providing counseling on policies and procedures
- Supports in preparation of Terms of References for personnel recruitment, prepares and advertise vacancy announcements at job boards; responds to queries from potential candidates
- Develop training and development programs
- Pre-screens candidates against Terms of Reference; long-listing, organizing interview and selection processes; undertaking reference checks;
- Prepares necessary documents for recruitment;
- Maintains and updates the rosters of experts and sub-contractors as well as an effective system of retainer contracts;
- Maintains and regularly updates the personnel filing system;
- Assists in performance management processes;
- Handles, in a timely manner, contracts' extension or termination procedures.

B. Procurement services:

- Ensures full compliance of procurement activities with AVEGA rules, regulations, policies and strategies.
- Creates and maintains relationships with vendors/suppliers

- Estimates and establishes budgets for purchases
- Makes professional decisions in a fast-paced environment
- Review all vendors and suppliers
- Maintains purchase records and other important data
- Negotiates pricing and supply contracts
- Develops plans for purchasing services, and supplies
- Ensures that the products and supplies meet quality standards
- Works with team members to complete duties as needed
- Maintains and update a list of suppliers
- Prepares and conducts RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with AVEGA rules and regulations; prepares purchase orders and contracts;
- Ensures that Purchase orders are duly prepared and dispatched.

C. Administration/logistics services:

- Ensures all project administrative activities are coordinated effectively;
- Coordinates workshop/training events as required, including hotel liaison, participant confirmation, invitations, travel arrangements, supplies and materials, equipment hire and acts as a point of contact support for participants at events;
- Coordinates and provide logistical support for Project activities, including travel arrangements field visits, and counterpart visits;
- Provides administrative support to team members
- Coordinates meeting arrangements, including informing team members, booking meeting rooms and keeping management/staff calendars updated;
- Tracks staff travel and leave plans and records to ensure all staff members are kept informed of team location and availability;
- Schedules and coordinates vehicles and drivers, including driver booking schedules;
- Supports the Finance with personnel timesheets

Education

A minimum of Bachelor's Degree in procurement, human resources management, business administration or law and 3 years minimum relevant experience required.

Required Experience/ Qualifications/skills

- Must have at least 3 years' experience working in procurement, HR or office administration.
- Experience in working with local government institutions is a plus

- Strong attention to detail and ability to multi-task; ability to work efficiently and independently in a fast-paced environment and under stress required.
- Proficiency in both English and French is required
- Excellent analytical, conceptual, verbal and written communication skills required.

How to apply

Interested candidates should submit the following documents to AVEGA Head office not later than 14 Mars 2022 at 3:00PM

- **Letter of Application addressed to Legal Representative of AVEGA AGAHOZO;**
- **A detailed Curriculum Vitae;**
- **A copy of the Identity Card and a copy of Degree**

Due to anticipated interest in the post, only shortlisted candidates will be contacted for exams.

Female candidates are highly encouraged to apply.

Done at Kigali 23/02/2022.

The management of AVEGA-Agahozo

