



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 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	<ul style="list-style-type: none"> Experience in HR Management in public/private institutions, preferably in an NGO; Quality leadership planning and training skills; Excellent interpersonal skills and a collaborative management style; Familiar with MS Office Word, Power Point and Excel; 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; Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage; Transparency;
	Store/Archival Keeper	Bachelor in accounting, logistics, Management or other relevant field	1	3 Years and above	<ul style="list-style-type: none"> Experience in store management, assets, inventory and awareness on standard procurement guidelines; Solid knowledge of data analysis, inventory management and forecasting techniques; Work with less supervision and frequent reminders; Analytical mind with strong attention to detail, good interpersonal skills; Effective and efficient communication skill; Familiar with MS Office Word, Power Point and Excel; Team working skills; Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage
	Purchaser	Bachelor's degree in Procurement, Accounting, Finance or another relevant field;	1	3 Years and above	<ul style="list-style-type: none"> Minimum of 3 years of experience and above in Purchasing, Procurement, Logistics and/or supply chain management; Basic knowledge of procurement and logistics (INGO knowledge will be a plus), Carry out the purchases and arrange the delivery; Update price lists and supplier files; Negotiate prices, deadlines and methods of delivery; Deliver all purchased items to the store keeper to be dispatched and or stored in the store; check and confirm that documents are matching with the labels written in the box file; Ensure that relationships with suppliers are monitored;

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 and copy to manager@aha.org not later than **04/3/2022 at 17 pm.**

Gakunde Vedaste
 Head, Finance, Admin. & Logistics

Done at Kigali, 25 February 2022

