

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 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>▪ 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, 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:** 8 Months

**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 [mulugetatena@yahoo.com](mailto:mulugetatena@yahoo.com) not later than **11/3/2022 at 17 pm**.

Gakunde Vedaste  
Head, Finance, Admin. & Logistics

Done at Kigali, 4 March 2022

