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| **TITLE:**  **Administration & Front Office Intern** | |
| **TEAM/PROGRAMME:** HR, Admin &IT | **LOCATION:** Kigali |
| **GRADE**: **7** | **CONTRACT LENGTH:** 12 months |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **GLOBAL ANTI-HARASSMENT**  We are committed to ensuring a safe working environment for all those who work for us and for all those who come into contact with our staff and representatives, including children and members of the communities with whom we work.  SCI takes a zero tolerance approach to sexual harassment and any other conduct that is discriminatory or disrespectful to others. | |
| **ROLE PURPOSE:**  Ensure that the necessary administrative infrastructure and support systems are in place. Provide a comprehensive, effective, customer focused and pro-active administrative services to SCI Rwanda Country Office. Responsible for archiving, and general assets management in the Country Office.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | |
| **SCOPE OF ROLE:**  **Reports to:** HR & Administration Coordinator  **Staff reporting to this post:** N/A | |
| **KEY AREAS OF ACCOUNTABILITY:**  **General Administration:**  Responsible for the oversight of the day to day administration functions of the Country Office including:   * Manage the reception of visitors to the office and deal with their queries * Provide secretarial service for HR and Administration meetings and events. * Ensure that all invoices related to administration goods and services are checked and settled on time (hotel accommodation, conferences, refreshments and other) * Process, and monitor the payment of utility bills (water, electricity) and Job in Rwanda invoices * Assist the Administration Coordinator with the administrative aspect of logistics and procurement as necessary. * Supervises the work of the cleaner and gardener and ensures the daily cleanliness of the premises & efficient operation of the kitchen * Fill all administrative forms and get approval from relevant authorities   **Archiving:**   * Ensure a proper filing of all administration correspondence (outgoing, in coming, copy of payment voucher and proof of payment)   **Child Safeguarding**:   * Ensure the Save the Children’s Child Safeguarding Policy is integrated into all aspects of work. * Support implementation and various tasks linked with CSG awareness raising, investigation and reporting on CS cases and allegation.   **Performance Indicators:**   * Effective implementation of Administration activities as per the Administration guidelines * Effective administration support provided to the Rwanda Country Office * Tracker of all administrative activities. | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically and on a global scale.   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to.   **Creativity:**   * Develops and encourages new and innovative solutions * Willing to take disciplined risks.   **Integrity:**   * Honest, encourages openness and transparency; demonstrates highest levels of integrity | |
| **QUALIFICATIONS**   * Bachelor’s Degree in Business Administration or related fields | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Experience in property management, logistics, procurement, warehousing, inventory control and/or other related fields. * Highly developed relationship building and interpersonal skills * Highly developed verbal and communication skills including fluency in English * Highly developed strategic thinking ability and strong analytical skills * Ability to liaise with a diverse range of people, stakeholders and customers * Strong time management and organizational skills * High levels of attention to detail and quality * Computer literacy (including advanced excel skills) * Commitment to Save the Children’s mission and values * Initiative, flexibility and ability to work independently as well as in a team * High levels of self-motivation and initiative * Ownership and accountability of own work * High levels of confidentially and integrity   **Desireable**   * Initiative, flexibility and ability to work independently as well as in a team * High levels of self-motivation and initiative * Ownership and accountability of own work * High levels of confidentially and integrity | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |