



Nyungwe Management Company Ltd

Address -P.O. Box 1448

Kigali

Rwanda

www.visitnyungwe.org

NYUNGWE MANAGEMENT COMPANY

NYUNGWE NATIONAL PARK VACANCY ANNOUNCEMENT

Nyungwe Management Company Ltd (NMC Ltd) was created by the management agreement between the Government of Rwanda (through RDB) and African Parks Network, to manage Nyungwe National Park for 2 years starting from October 2020. NMC Ltd is seeking to recruit suitable candidates to fill the post of **Receptionist** in Nyungwe National Park. The candidates must be Rwandan, technically skilled with good problem-solving ability, be enthusiastic, motivated, reliable, and able to execute tasks independently.

JOB TITLE: Receptionist

RERORTING TO: Assistant Tourism Manager

SCOPE OF THE JOB

The park receptionist is responsible for the reception of guests, including welcoming visitors, providing prompt information to the visitors, receiving payments, cash handling and daily reconciliation, weekly and monthly statistics, ensuring the cleanliness of the reception area and ensuring all activities are assigned to the right staff in charge.

Duties and Key responsibilities not exhaustive

- Welcome Park visitors with warmth, confidence and respect;
- Ensure all assets entrusted to you and your office are kept safe and functional at all times;
- Be presentable at all times when on duty;
- Communicate to park visitors what they can do in Nyungwe, promote different activities and also explain Park rules and regulations;
- Receive payment from park visitors and issue all corresponding invoices;
- Answer any questions from park visitors;
- Report to finance and visitor number statistics;
- Managing guest information in a confidential manner;
- Oversee the cleaning and maintenance of park reception;

KNOWLEDGE AND SKILLS

Minimum Education and Qualification Required

- Advanced Diploma (A1) in Wildlife tourism, Tour and Travel, Business Administration or related field.
- A2 in any field with at least three years of working experience in the tourism industry
- Knowledge of computer programme (Microsoft package, internet explorer)
- Fluent in English (both written and spoken)

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Nyungwe Management Company Ltd – TIN 111945658



Directors: Mr.F.Gatare , Mr. C. Wells, Mrs. J. Sebageni, Mrs. J. Labuschagne, Mr. J. Gruner



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- Speaking French (both written and spoken) would be an added advantage.
- Rwandan Nationality
- High level of integrity, confidentiality and independence;
- Adhesion to African Parks values;
- Strong willingness to live in a rural setting and experience living in remote locations;
- Good analytical and problem-solving skills;
- Ability to work under pressure and overtime;
- Exposure of working with a multi-currency set up;
- Between 25 and 40 years of age.

Added advantage

- Born and living near Nyungwe National Park;
- Being a member of any cooperative from around the Nyungwe National Park.

Note

1. Internal candidates are also allowed to apply

2. Applications that are not meeting the above criteria will not be considered.

Interested candidates should forward their application letter together with all relevant documents to the email address provided Bellow no later than 29th March 2024. The required documents should be submitted in scanned soft copies in pdf format (preferably as one document) on nmc.recruit@africanparks.org . Successful candidate will begin with an immediate effect.

Applications must include the following documents:

- Application cover letter addressed to the Park Manager
- Stating where you heard about the position and why you should be considered
- Curriculum vitae including your personal details, education level and any experience
- Name, address and telephone numbers of three (3) references
- All the documents should be in one pdf document and named after your name and position, for example: Name, Nyungwe Receptionist, 2024.

Please note that only candidates with the needed qualifications and relevant experience will be shortlisted, if you don't hear from us within one week after submission deadline, know that you have not been shortlisted.

Done in Nyungwe National Park on 21th March 2024.

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Park Manager/CEO

Nyungwe Management Company



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