

## **BACKGROUND**

Good Neighbors International (GNI) is an international humanitarian and developmental organization in General Consultative Status with UN ECOSOC operating in 46 countries around the world. GNI in Rwanda is legally working in Rwanda since 1994 and duly registered with Rwanda Governance Board (RGB) with registration No. 00006/RGB/INGO/RC/11/2024 and is focused on improving child sponsorship and protection, health, WASH, agriculture & livelihood, humanitarian assistance, advocacy and social economy in 22 districts.

**Position: Human Resource Officer I: Location: Kigali Head Office**

## **Tasks and Responsibilities**

The Human Resource Officer will be responsible for the following duties:

### **1. HR Planning & Policy Development**

- Develop and implement the human resource development plan.
- Develop and implement HR policies on working conditions, performance management, equal opportunities, staff evaluations, health and safety, disciplinary procedures, staff development, and absence management.
- Interpret and provide advice on labor law through legal consultation.
- Facilitate recruitment, internal workshops, staff training, and dismissal procedures.

### **2. HR Administration & Compliance**

- Maintain and manage employee attendance records, payroll, salary-related taxes, and declarations.
- Manage personnel files and maintain an updated contact list of GNR staff and stakeholders.
- Assist in issuing work certificates and processing foreign staff immigration documents.
- Handle NGO registration processes and ensure compliance with HR regulations.
- Process maternity leave reimbursements for eligible female staff.

### **3. Employee Relations and Communication**

- Act as a communication link between management and employees.
- Ensure adherence to HR policies and foster a positive work environment.

### **4. Office Administration and Confidentiality**

- Prepare official presentation materials using PowerPoint and Excel.
- Maintain confidentiality of all sensitive information during and after employment.
- Oversee office equipment and material management.
- Perform other duties as assigned.

## **Required Skills and Qualifications**

- Bachelor's degree (A0) in Human Resources Management, Business Administration, or a related field, including Finance.
- Minimum of 3 years of experience in administration and HR management (NGO and UN experience is an advantage).

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) with strong report-writing skills.
- Excellent communication skills in English (both spoken and written).
- Strong leadership, organizational, and interpersonal skills.
- Ability to meet deadlines, manage multiple tasks, and work under pressure.
- Honest, transparent, reliable and self-motivated with the ability to work independently.

### Required Documents

Qualified candidates should submit:

- Cover letter
- CV
- National ID
- Relevant certificates (All documents should be in **one PDF file**)

### Application Instructions

1. Download and complete the **GANI Application Form** (attached).



2. Rename and save the file as:  
**“Your Name – HR Officer”**
3. Submit the GNI Application Form, CV, and supporting documents in **one PDF file** via email to:  
**gnrwanda.hr@gmail.com, rwanda@goodneighbors.org**
4. **Deadline: 15<sup>th</sup> January 2026, 23:59 pm**
5. **Email Subject:** Application for Human Resource Officer – [Your Name]

- Only shortlisted candidates will be contacted.  
- Good Neighbors International has a zero-tolerance approach to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested to work with GNI must ensure that they understand and act in accordance with this clause.

Done at Kigali on 09<sup>th</sup> January, 2026

Minjung KIM  
Country Director  
Good Neighbors International