

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 32 years. AHA is a partner of Government of Rwanda (MINEMA &UNHCR) providing comprehensive Primary Health Care, Nutrition and HIV/AIDS services to refugees residing Gashora and ASRH services in Kigeme, Kiziba & Mugombwa. 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 County Office	Finance Officer	Bachelor's Degree in Finance or Accounting	1	3 years working experience	<ul style="list-style-type: none"> ▪ Minimum of 3 years working experience in Accounting, Finance in Public or Private Institutions, preferably in an NGO interacting with refugees or displaced population; ▪ Passionate in delivering assigned responsibilities; ▪ Work with less supervision and frequent reminders; ▪ Self-motivated ▪ Team work skills ▪ Having experience in Petty Cash, Cash Book and Bank Reconciliation; ▪ Excellent knowledge of monitoring and evaluation principles and practices, ability to work harmoniously with colleagues from various cultures and professional backgrounds and strong strategic and creative thinking; ▪ Skills at accounting software e.g. Quick Books etc. ▪ CPA or CAT Level 2 is an added value; ▪ Fluent in Kinyarwanda, English and /or French; knowledge of all is advantageous;
AHA Gashora	Mental Health Nurse	Ao/A1 in Mental Health Nursing	1	2 years working experience	<ul style="list-style-type: none"> ▪ Passionate in delivering assigned responsibilities; ▪ Work with less supervision and frequent reminders; ▪ Self-motivated; ▪ Team working skills; ▪ Applicants must have specific trainings on STI, OI, HIV, communication and counseling; ▪ Excellent knowledge of monitoring and evaluation principles and practices, ability to work harmoniously with colleagues from varied cultures and professional background and strong strategic and creative thinking; ▪ Fluent in Kinyarwanda, English and /or French. Knowledge of all is advantageous.

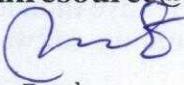
Location	Vacant positions	Level Required	No	Work experience	Specific experience required
AHA Kiziba	HIV/AIDS Program Coordinator	Ao in Nursing, Public Health, Sociology or other related fields	1	3 years working experience	<ul style="list-style-type: none"> ▪ Minimum 3 years working experience in related field; ▪ A confident self-starter who takes initiative and owns the successful outcomes of their work areas; ▪ Ability to work quickly and efficiently without compromising attention to detail and professionalism; ▪ High level of commitment to quality of work and professional integrity; ▪ Proven ability to build positive working relationships with partners and local communities; ▪ Strong interpersonal and communication skills; ▪ Proven ability to respond effectively to challenges and work strategically in a busy environment with minimum supervision; ▪ Fluent in Kinyarwanda, English and /or French. Knowledge of all is advantageous.

Starting date: As soon as possible

Period : 1 year renewable

Nationality : Rwandan

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 from previous employer **all in One PDF Format**. All candidates should submit their applications addressed to Finance, Admin. & Logistics Officer on the email address: **cofinadminlogistics@africahumanitarian.org.rw** and to **cohumanresource@africahumanitarian.org.rw** not later than **06/02/2026 at 17:00**.


 Niyonsaba Berthe
 Finance, Admin. & Logistics Officer
 Done at Kigali, 26/01/2026

