

JOB OPPORTUNITIES

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 under RGB with registration No 000007/RGB/INGO/RC/09/2023 and has endeavored to improve child sponsorship and protection, health, education, WASH, agriculture & livelihood, humanitarian assistance, advocacy, and social economy in 22 Districts.

Administration Assistant Manager and Accountant to be based at Kigali Head Office

1. Administration Assistant Manager 1 (Location: Kigali Head Office)

Task and responsibilities:

- Manage administration-related documents, including organizational registration, renewal, and legal documents.
- Ensure compliance with labor laws through legal consultation and provide interpretations and advice as needed.
- Handle risk management for the organization.
- Oversee all human resources functions, including recruitment, dismissal, staff development, and performance evaluations.
- Develop and implement policies related to working conditions, performance management, equal opportunities, health and safety, disciplinary procedures, and absence management.
- Manage staff salaries, payroll, taxes, insurances, and maintain accurate attendance records.
- Facilitate staff training, workshops, and internal development programs.
- Maintain updated personnel files and contact lists for all staff and stakeholders.
- Assist with issuing work certificates and immigration documents for foreign staff.
- Manage the procurement process and organizational assets, including inventory records for vehicles, transport facilities, and other resources.
- Ensure the proper maintenance of facilities, including utilities (electricity, water, etc.), and manage organizational equipment.
- To review the financial reports and budget controls in collaboration with FAD Manager, check and sign the payment approval requests.
- Support fundraising efforts, program development, and proposal writing activities.
- Serve as a liaison between management and employees to foster effective communication.
- Coordinate with other departments and facilitate organizational events such as meetings, workshops, and ceremonies.
- Build and maintain networking for organizational development and fundraising functions.
- Supervise department staff and delegate responsibilities as necessary.
- Ensure adherence to organizational confidentiality during and after the service period.
- Any other tasks based on Supervisor and organization's needs.

Required Skills & Qualifications:

- A minimum of a Bachelor's Degree (A0) in Administration, Human Resources Management, Business Administration, or related fields, including finance.
- At least 5 years of comprehensive experience in Administration, Human Resources Management (working experience in NGOs and UN agencies will be an added advantage)
- Proficiency in Microsoft Office Suite (Word, Excel, Power Point) and strong report writing skills.

- Excellent English communication skills (both spoken and written)
- Proven ability to lead and supervise a team effectively.
- Strong organizational skills with ability to meet deadlines, prioritize work under pressure, coordinate multiple tasks and maintain attention to detail
- Self-motivated with the ability to work with minimum supervision,
- Honest and transparent and reliable.
- Excellent communication and interpersonal skills.

2. Accountant 1 (Location: Kigali Head Office)

Tasks and Responsibilities

- Project Management payment approval request preparation of the CDPs and project in charge
- To manage budget execution regularly and report the superiors
- To manage bank accounts for project sites, check and record financial transactions.
- To assist monthly project budget analysis and financial report (cash journal and petty cash management).
- To maintain financial security by following internal controls with confidentiality
- To execute budget in a transparent way
- To do filing regularly according to monthly activities
- To prepare monthly vouchers
- Keeping safety of office equipment and office materials.
- Shall not disclose or divulge during or after his/her service any confidential information obtained through his/her work.
- Bank activities payment.
- Monitoring of Monthly budget execution status
- Prepares payments by verifying documentation, and requesting disbursements
- Regular reporting to Head accountant of the progress of activities of project in charge
- Any other tasks based on the Supervisor and organization's needs.

Qualifications and experience required

- A minimum of a Bachelor's Degree (A0) in Business Management, Accounting or other related working experiences.
- Minimum of 3 years of comprehensive experience in Accounting Management (advantages on working experience in NGOs)
- QuickBooks knowledge and skills
- Demonstrated solid professional competence and expert knowledge in accounting;
- Computer skills: full command of Microsoft applications (Word, Excel, PowerPoint) and common internet applications will be required.
- Proficiency in spoken and written English is required.

Required documents:

Qualified candidates are requested to submit a cover letter, CV, National ID and related certificates in one file.

Women are encouraged to apply.

Application Instructions:

- All interested candidates, who meet the above requirements, kindly submit the CV as follow;
 - 1) Kindly download and fill in the attached 'GNI Application form'



GNR Application
format_(Administrati

- 2) Kindly rename and save the file as 'Name, Position'
- 3) Kindly submit the CV, and GNI Application form well filled through email: gnrwanda.hr@gmail.com,
rwanda@goodneighbors.org
on 10th February, 2025 not later than 23:59 pm.

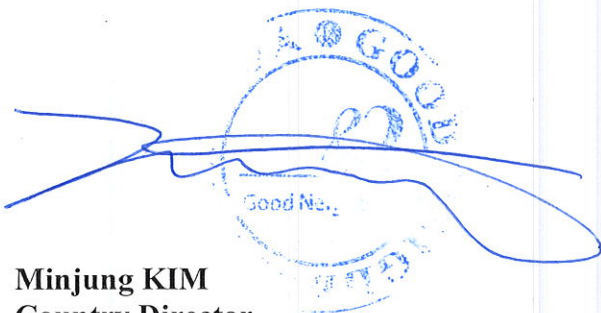
- Only shortlisted candidates will be contacted.

Note: Good Neighbors International (GNI) upholds a zero-tolerance policy for any form of harm, sexual exploitation, or abuse against beneficiaries or program participants. Safeguarding and PSEA are collective responsibilities shared by all GNI employees and partners.

All GNI personnel and affiliates must strictly adhere to the organization's **Code of Conduct**, both during and outside of working hours. Familiarity with and adherence to the **GNI Safeguarding Policy** and **Code of Conduct** are mandatory requirements, supported by related training programs.

Applicants interested in working with GNI must ensure they fully understand and commit to these principles as an integral part of their role

Done at Kigali on 28th January, 2025



Minjung KIM
Country Director
Good Neighbors International