



## **JOB OPPORTUNITY**

### **Introduction**

BRAC International is a leading nonprofit organization with a mission to empower people and communities in situations of poverty, illiteracy, disease, and social injustice. Our approach is grounded in the conviction that people living in vulnerable situations can be agents of change if they are empowered with the tools, skills, and hope they need to change their lives. We design proven, scalable solutions that equip people with the support and confidence they need to achieve their potential. BRAC's institutional expertise on successfully implemented programmes is applied across 10 countries, touching the lives of over 130 million people, where our models are adapted according to the country's context.

In 2022, the Mastercard Foundation in partnership with BRAC International (BI) started an initiative that will create positive and measurable impact for 1.2 million adolescent girls and young women and 9.5 million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches will be delivered in communities to foster the agency and voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

In this regard, BRAC International is seeking applications from competent, dynamic and self-motivated individuals to fill the following position in Rwanda

**Position:** *Office Assistant*

**Number of people needed:** 2

**Job Location:** 1 in Kigali Country Office and 1 in Nyanza Office in Nyanza District

**Reporting to:** Procurement & Logistics Coordinator.

**Job Purpose:**

To execute Office assistance duties, cleaning of Office premises and equipment

***Key Responsibilities*****#1: General Office cleaning services**

- Cleaning the office and its premises as well as all the equipment and furniture regularly
- Cleaning rest-rooms and put hygienic materials regularly
- To ensure the cleanness of the Kitchen with its utensils.
- Requisition of Cleaning and Kitchen Materials as needed on time.
- Collaborate with the Logistics Coordinator and ensure that the Kitchen and office issues materials is maintained (Plumber, electricity )

**# 2: Kitchen management and tea service**

- Acquisition of kitchen stationaries, preparing tea and serving staff and visitors.
- Preparation of drinking water as well as the one for rest-rooms use in case of need.
- Cleaning and general maintenance of Kitchen materials
- Perform other duties as may be assigned by the Procurement & Logistics Coordinator

**# 3: Office assistance and support to staff**

- Provide support to the different departments as time allows it such as photocopying documents, filing, scanning, bidding etc...
- Reception duties in case of need.
- Working as messenger in case of need
- To be courteous and respectful to all staff, visitors and all BRAC partners
- Show a positive attitude that contributes to a good working atmosphere in the office
- Provide additional services, as required, to contribute to the overall effectiveness and efficiency of the office operations..

***Safeguarding Responsibilities***

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.



***Qualification and other requirements:***

- People skills: warmth with people, conversational, able to relate to and be in continual interaction and communication with people.
- At least Secondary School certificate (A2) with 1 year work experience in office setting
- Ability and willingness to learn and work with a high degree of motivation and adaptability
- Effective verbal and listening communication skills
- Organizational skills and the ability to work effectively in a team
- Basic computer skills (Microsoft Office Suite)
- Flexibility, ability to remain calm under pressure
- Understanding and sensitivity to cross cultural issue

**Compensation and Benefits:** A salary will be offered, along with annual Bonus, health insurance, lunch subsidy and other organizational benefits.

**Safeguarding Policy:**

BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. BRAC holds a zero-tolerance policy against sexual exploitation, discrimination, exploitation, abuse and harassment. Violations to stated policies will be subject to corrective action up to and including termination of contract.

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

Candidates need to send a signed Cover letter in PDF format indicating the title of the position applied for, an updated CV mentioning educational grades, years of experience, and notarized copies of academic qualifications. All those documents should be sent through email: [bracrwandarecruitment@gmail.com](mailto:bracrwandarecruitment@gmail.com). **Application deadline is 18 September 2024**

**Please note that only shortlisted candidates will be called for interview.**