



Gardens for Health International

Job Description

Position: **Senior Human Resources and Administration Manager**

About the Organization

Gardens for Health International (GHI) has implemented nutrition-sensitive agriculture programs to combat childhood malnutrition in rural Rwanda. Our organization seeks to fundamentally change the clinical treatment of malnutrition by supporting families to establish nutritious home gardens, while also equipping them with the nutrition and health knowledge they need to keep their children healthy in the long-term. GHI's core program works in collaboration with government-run health centers to identify and support rural families struggling with malnutrition. In addition to this core program, GHI is scaling its impact by engaging with a variety of governmental, non-governmental and multilateral partners to bring our expertise to new communities, such as Schools, Health centers and refugee camps.

Our headquarters are located in Bumbogo - Gasabo, where we operate a 5-acre demonstration and production farm. We also maintain a fundraising and operations office in Duxbury, Massachusetts, USA. We are an impact driven organization with a deep commitment to ensuring that every program we design meets and responds to the unique needs of the communities we serve. Our team is flexible, innovative, and passionate about sparking lasting change.

About the Role:

The Senior HR & Administration Manager is responsible for leading the organization's human resource and operational functions to ensure efficiency, compliance, and a high-performing work environment. The role oversees HR strategy, staff management, administrative systems, and operational support to program teams.

Overview of the Role

Position: Senior HR & Administration Manager

Place of Work: Ndera, Gasabo with travel to the field as required

Reports to: Executive Director

Time frame: Open Ended

Key Responsibilities

Human Resources Management

- Lead end-to-end recruitment processes, including workforce planning, interviewing, and onboarding
- Develop and implement HR policies and procedures in line with labor laws and organizational standards

- Manage employee relations, disciplinary processes, and conflict resolution
- Oversee performance management systems, including appraisals and staff development plans
- Coordinate training and capacity-building initiatives for staff
- Ensure proper maintenance of employee records and HR information systems

Procurement Management

- Develop and implement procurement policies and procedures
- Plan and manage purchasing activities and supplier selection
- Oversee tendering, bidding, and contract negotiations
- Ensure timely and cost-effective procurement of goods and services
- Maintain supplier relationships and evaluate vendor performance
- Ensure compliance with procurement regulations and ethical standards
- Monitor inventory levels and coordinate with relevant departments

Operations Management

- Oversee day-to-day office operations and administrative functions
- Manage office facilities, assets, and logistics to ensure smooth operations
- Supervise procurement processes and vendor management
- Ensure effective inventory and asset tracking systems are in place
- Support program teams with operational and logistical needs

Compliance & Risk Management

- Ensure compliance with local labor laws, organizational policies, and regulatory requirements
- Support audits and ensure proper documentation is maintained
- Monitor and mitigate operational and HR-related risks

Financial & Budget Oversight

- Collaborate with the finance team on HR and Administration budgets
- Monitor operational costs and identify cost-saving opportunities
- Ensure efficient allocation and use of resources

Leadership & Strategy

- Provide strategic input on organizational development and workforce planning
- Lead and mentor HR and Administration staff
- Promote a positive organizational culture and employee engagement

Qualifications & Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree is an advantage)
- Minimum of 5–7 years of progressive experience in HR and Administration management
- Strong knowledge of labor laws and HR best practices

- Experience in administration, procurement, and logistics management
- Proven leadership and team management skills

Skills & Competencies

- Strong interpersonal and communication skills
- Excellent organizational and problem-solving abilities
- High level of integrity and confidentiality
- Ability to manage multiple priorities and meet deadlines
- Proficiency in HR systems and Microsoft Office tools

Key Performance Indicators (KPIs)

- Timely and effective recruitment and onboarding
- Staff retention and satisfaction levels
- Compliance with HR and Administration policies
- Efficiency in operational processes and cost management
- Successful implementation of training and development initiatives

Equal Employment Opportunity

Gardens for Health International is an Equal Opportunity/Affirmative Action Employer fully dedicated to achieving a diverse staff. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, age, sex, disability status, or any other characteristic protected by law. We encourage and welcome all interested potential applicants, regardless of background or prior experience volunteering with Gardens for Health International, to apply

Prevention of Sexual Exploitation and Abuse (Psea)

Gardens for Health International has zero – tolerance policy for exploitative and abusive relationships. Gardens for Health International will ensure the fulfillment of our moral obligation to protect minor children and other vulnerable members of society from abuse, exploitation, neglect, and other forms of violence.

Child Safeguarding:

Level 3: the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) *or* intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

Health and Safety:



The role holder is required to carry out the duties in accordance with GHI Health and Safety policies and procedures.

How to Apply:

Interested candidates should send an application letter plus updated Curriculum Vitae in English, including 3 names of professional referees to careers@gardensforhealth.org. The deadline for receiving applications is **15th May 2026 at 5:00pm**. Please mention **Senior HR & Admin Manager** as subject of your mail. **Kindly note that applications will be reviewed and shortlisted on a rolling basis.**

***Note that only shortlisted candidate shall be communicated ***