

VACANCY ANNOUNCEMENT

Rwanda Broadcasting Agency (RBA) is a Public Broadcaster established with a mission to be at the forefront of engaging audiences with quality information, programs, and multimedia services. In order to fulfill its mission, the management of RBA is looking to recruit experienced, self motivated and hard working candidate to fill the position of **Administrative Assistant to the Director General**.

Job summary:

Working under the supervision of the Director General, the Administrative assistant will perform a variety of general administrative and clerical services, which include;

- Preparing correspondences, receiving visitors, arranging conference calls, and scheduling meetings for the Director General or designate;
- Coordinate and organize department meetings and conferences including meeting venue bookings, catering requirements, set up the room with audio-visual equipment and flip charts and attend to other requirements of department meetings;
- Complete internal and external correspondence, legal documents, form letters and other documents,
- Prepare meeting agendas, record and distribute meeting minutes, and maintain organized files of same;
- Prepare detailed presentations and reports as required by the DG or designate;
- Ensure the safeguarding of all confidential files;
- Coordinate and complete department communiqués to internal and external audiences;
- Follow up and see out the implementation of various action oriented areas/focus points initiated by the Director General;
- Proof reading the contracts before they are signed, providing editorial services for letters before they are signed and ensure proper attachment to dossiers,
- Sieving the incoming documents and act in accordance to RBA's work flow,
- Ensuring there is a receptive/warm and professional environment in the chambers of the General Directorate,
- To proactively correspond with RBA clients/partners in a more corporate and professional manner

MINIMUM QUALIFICATIONS:

Degree in Human Resource Management, Public Admin., Social sciences, Management, Business studies, Law or any other related field with 3 yrs of working experience in a reputable organization.

KNOWLEDGE & SKILLS

- Excellent communication, organisation and coordination skills;
- Professional attitude, capable of multi tasking & stress resistant.
- Fluent in spoken and written Kinyarwanda and English, knowledge of French is an added advantage.

HOW TO APPLY:

If you think you have the character and experience to work in this demanding environment, please visit www.rba.co.rw and complete the application form, including a detailed CV duly signed by the applicant, photocopies of National ID/passport, photocopies of degrees and/or diplomas, three professional references.

Only short listed candidates will be contacted. Applications shall be addressed to: The Director General of RBA, P.O Box 83, Kigali/Kacyiru Headquarters. ***Closing Date for Applications is Friday, 13th October 2017 by 3h00 pm.***

NB:

- Application without all the above requirements will not be considered;
- Application materials will not be returned;
- Candidates with Degree/Diploma from abroad will be requested to show the Equivalence from High Education Council (HEC) before any final decision is made;
- Please note that only short-listed candidates meeting the required qualifications will be contacted.

Done at Kigali on 5/10/2017.

Arthur ASIIMWE
Director General/RBA

www.rba.co.rw

