



BACKGROUND

The Green City Kigali (GCK) is an initiative led by the Government of Rwanda, aimed at addressing environmental and urban challenges through innovative models towards Green Urbanisation. The Green City Kigali Company (GCKC), a special purpose vehicle established by the Rwanda Green Fund (Majority Shareholder) and RSSB (Minority Shareholder), is implementing the project.

Covering a designated 600-hectare area on Kinyinya Hill, the project aligns with the City of Kigali Master Plan 2050, envisioning an affordable, sustainable urban community for 170,000 to 200,000 residents. The initial phase focuses on a 16-hectare pilot site, planned for 1,700 to 2,000 units through a Public Private Partnership (PPP) with Private Developers. The project is a key component of the Rwandan-German Climate Cooperation, supported by the German government through KfW Development Bank

ADMINISTRATIVE OFFICER

REPORTING TO: THE COMPANY SECRETARY AND GENERAL COUNSEL

DIRECT REPORTS: None

PURPOSE: Administrative and Logistics Role to ensure the smooth operation of various administrative, liaison and logistics functions across GCKC.

KEY RESPONSIBILITIES:

- ➔ **Office Management:** You will oversee the day-to-day operations of the office which includes: ensuring a well-organized and efficient work environment; manage office supplies, equipment, and facilities; coordinating repairs and maintenance as needed; and develop and implement administrative policies, procedures, and systems to enhance organizational effectiveness.
- ➔ **Administrative Support:** You will provide administrative assistance to senior management and other departments, including scheduling meetings, managing calendars, and handling correspondence as well as prepare and distribute internal communications, memos, and reports as required; and coordinate travel arrangements, accommodation, and logistics for staff and visitors.
- ➔ **Documentation and Record keeping:** You will maintain accurate and up-to-date records, files, and databases as well as organize and maintain physical and electronic documents, ensuring proper storage, confidentiality, and easy retrieval; and assist in the preparation and distribution of meeting agendas, minutes, and reports.
- ➔ **Event Planning and Coordination:** You will assist in organizing company events, meetings, workshops, and conferences. You will also coordinate logistics which includes: venue arrangements, catering, audio-visual equipment, and participant registration. Lastly, you will support the smooth execution of events, ensuring timely setup, facilitation, and follow-up actions.
- ➔ **Communication and Correspondence:** You will respond to inquiries, emails, and phone calls in a timely and professional manner as well as assist in drafting and editing various documents, including letters, memos, and presentations; and coordinate internal and external communication channels to ensure effective information flow.



- ➔ **Vendor and Supplier Management:** You will assist in sourcing, selecting, and managing vendors, suppliers, and service providers as well as obtain quotations, negotiate contracts, and maintain good working relationships with external partners; and monitor vendor performance and resolve any issues or disputes as needed.
- ➔ **Financial Administration:** You will support financial administration tasks, including expense tracking, invoicing, and reimbursement processing as well as assist in budget monitoring and reporting, ensuring adherence to financial guidelines and policies; and collaborate with the finance department to facilitate smooth financial operations.
- ➔ **General Support and Miscellaneous Tasks:** You will provide general administrative support to staff members as required; undertake ad-hoc projects and tasks assigned by management; and maintain confidentiality of sensitive information and handle it with utmost discretion.

KEY COMPETENCES:

- ➔ **Vision and Professionalism:** You have an in-depth understanding of GCKC's mandate, strategic direction and brand positioning with an ability to directly work and follow up on effective execution.
- ➔ **Leadership and Teamwork:** You have demonstrated intellectual leadership and the ability to integrate knowledge with broader strategic, policy and operational objectives. You also have the ability to work productively across a stratum of staff and colleagues and external experts and take accountability for delegated work. Besides that, you are an excellent team player with demonstrated experience in collaborating with diverse departments and teams.
- ➔ **Client Orientation:** You have experience with identifying clients' needs and developing appropriate solutions as well as establishing and maintaining productive partnerships with clients.
- ➔ **Planning and Organizing:** You have demonstrated planning, management and organizational skills and the ability to manage and administer an Office. You can work under pressure and meet deadlines; establish priorities and plans, organize, coordinate and monitor the office and those under your supervision in a complex and dynamic environment, ensuring the quality and timeliness of outputs.
- ➔ **Judgment/Decision-making:** You have problem-solving skills as well as the ability to proactively seek and recommend sound initiatives, and you handle matters with discretion.
- ➔ **Creativity:** You consider yourself as a creative thinker, and you have the ability to actively improve programs/services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.
- ➔ **Technological Awareness:** You have proficient computer skills and experience in using relevant software applications, in particular information databases, internet/intranet services, library sources, etc.
- ➔ **Communication:** You have excellent and effective communication (verbal and written) skills which includes: making and defending recommendations; explaining difficult issues; persuading people with varying points of view; conveying difficult issues and positions to senior officials; preparing written reports and orally convey information in a clear, concise, accurate and meaningful manner.
- ➔ **Negotiation Skills:** You have highly developed negotiating skills and the ability to work with and persuade others to reach agreements.



REQUIREMENTS:

- **Academic Requirement:** Degree and / or Professional Certifications
- **Professional Requirement:** A minimum of 3 years of relevant experience within an organization as well as a track record of excellent execution.
- **Language Requirement:** Any additional language is an asset



APPLY BEFORE
21 FEB 2024

APPLY ► <https://greencitykigali.org/gkc/>

