Administration and Contracting Assistant

Organization: Kigali Collaborative Research Centre (KCRC)
Reports to: Finance and Project Coordinator
Location: Kigali, Rwanda
Employment Type: Part-Time
Contract Type: One-Year Fixed-Term Contract (Renewable based on performance and funding)

About KCRC

The Kigali Collaborative Research Centre (KCRC) is a non-profit research organization based in Kigali, Rwanda. KCRC works with local and international partners to advance research, innovation, capacity building, and evidence-based solutions in health, energy, environmental sustainability, and economic development across Africa.

Position Summary

The Administration and People Management Assistant will support the day-to-day functions of KCRC. The successful candidate will assist with people management (including employees and consultants), contracts, office administration, procurement, asset management, and general office operations while ensuring compliance with KCRC policies and Rwandan regulations.

Key Responsibilities

Administration

- Maintain organized physical and electronic filing systems.
- Maintain office supplies, ensure office equipment is serviced, and liaise with service providers.
- Manage incoming and outgoing correspondence.
- Coordinate travel, accommodation, and office logistics.
- Support KCRC research fellows in the organization of workshops, meetings, and events.
- Assist with procurement of goods and services in accordance with KCRC policies.
- Maintain procurement records, asset tags, asset movement records, and supplier files.

Staff Coordination

- Coordinate the onboarding and induction of new staff, including employees, consultants, contractors, interns, and visiting researchers.
- Maintain accurate and confidential personnel files.
- Prepare employment, consultancy, internship, and contractor agreements. Monitor contract expiry dates and support timely renewals if required.
- Maintain staff leave, attendance, and timesheet records (including for contractors).
- Assist with staff medical insurance and employee benefits.
- Ensure compliance with KCRC HR policies and Rwanda Labour Law.

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Contracts and Compliance

- Maintain records of vendors, leases, and service contracts.
- Maintain administrative records for donor-funded projects.
- Support internal and external audits by organizing required documentation.

Other Duties

- Maintain confidentiality of organizational information.
- Perform any other duties assigned by the Finance and Project Coordinator.

Qualifications

Required

- Bachelor's degree in Business Administration, Human Resource Management, Public Administration, Management, Accounting, Finance, or a related field.
- At least five (5) years of relevant experience in human resources, administration, or office management.
- Good knowledge of Rwanda Labour Law and HR practices.
- Strong organizational and communication skills.
- Ability to maintain confidentiality and work with attention to detail.
- Proficiency in Microsoft Office (Word, Excel, Outlook, and PowerPoint).
- Ability to work effectively in a hybrid work environment and use virtual collaboration tools (e.g., Microsoft Teams and Zoom).
- Ability to communicate and coordinate effectively with colleagues, consultants, and partners based in different countries and time zones.

Preferred

- Experience working with NGOs, research institutions, or donor-funded projects.
- Experience in procurement, contract administration, or asset management.

Personal Attributes

The successful candidate should be:

- Organized and dependable.
- Professional and trustworthy.
- Able to work independently and as part of a team.
- Detail-oriented with good problem-solving skills.
- Flexible and willing to learn.
- Comfortable working in a multicultural environment.

What KCRC Offers

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- A supportive and collaborative work environment.
- Opportunities for professional growth and development.
- Exposure to international research collaborations.
- Competitive salary and benefits.

Application Process

Interested candidates should submit:

- A cover letter.
- An updated Curriculum Vitae (CV).
- Contact details of three professional referees.

Applications should be sent to **careers@kcrc.rw** with the subject line:

Application Administration and Contracting Assistant

Only shortlisted candidates will be contacted.

KCRC is an equal opportunity employer and encourages applications from qualified candidates regardless of gender, disability, religion, ethnicity, or background.