



Job Opportunity
Operations Officer
Rwanda

Deadline for applications: 4th September 2023, 5 PM

VVOB is an international NGO with programmes and projects in 9 countries worldwide. Our head office is based in Brussels, Belgium.

When you join VVOB, you become a key player in VVOB's mission to ensure quality education as a key enabler for achieving sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure the capacity building of governmental and other education actors.

*VVOB is currently looking for **an Operations Officer** who will provide quality administrative and logistical support to the Learning Through Assessment and Data (LEAD) programme and other VVOB projects.*

Do you want to take on this challenge? Then continue reading!

The ambition of VVOB is to ensure learners around the world enjoy their fundamental human right to quality education, without exception. In striving for that ambition, we place our values of 'commitment', 'integrity', 'respect', 'quality' and 'innovation' central.

In Rwanda, VVOB works in strategic partnership with MINEDUC and in cooperation with the Rwanda Basic Education Board (REB), National Examination School Inspection Authority (NESA) and the University of Rwanda – College of Education (UR-CE). The Operations Officer will work for VVOB Rwanda's Multiyear programme on Learning Through Assessment and Data (LEAD), to improve the quality of education in Rwanda's basic education sector from 2022-2026.

For more information on VVOB in Rwanda and our programmes, please visit our [website](#).



The Operations Officer reports to the Operations Manager. You are part of and work closely together with members of the operations team in VVOB Rwanda and with the LEAD programme team in particular. Furthermore, you provide support to other departments and programmes in VVOB Rwanda.

If you're our Operations Officer, your work week at the office will include the following highlights:



- You provide administrative and logistical support to the LEAD project and other projects on a need basis, including procurement of services, travel arrangements for field activities, arranging meeting venues and training materials, and communicating progress to relevant team members and external partners.
- You prepare budget and fund requests for project training activities together with the team and address them to the Operations Manager.
- You ensure good project administration, and preparation of invitation letters, including managing project materials and supplies, file management (E-folders on MS TEAMS and SharePoint), and other related tasks and you indicate areas for improvement where relevant.
- You support the procurement, logistics and administration of workshops and capacity-building activities for external partners.
- You maintain a tracker of key action points agreed upon at project meetings and disseminate the progress of implementation.
- You prepare timely payments to suppliers and partners, preparation of purchase orders and workshop budgets, submission of workshop reports, and any other required project reports.
- You participate in the LEAD programme throughout the Continuous Professional Development process as well as in different TPD models such as field work for classroom observation and teacher coaching and reporting and documenting on reflection results.
- You comply with VVOB's internal procurement, financial and related policies, and guidelines in the execution of your tasks.

As **Operations Officer**, you will also perform any other duty assigned by supervisors in line with the position holder's capacities.

Who are you?

Your expertise and experience

- Bachelor’s degree in office administration, procurement or related field or equivalent experience.
- At least three years of relevant demonstrated work experience in a similar project support position; preferably in the non-profit sector in Rwanda.
- Part qualification in CPA, ACCA, and or CIPS (procurement and logistics).
- Basic knowledge of accounting and procurement, or logistics.
- Organizing, planning, and prioritizing work.
- Experience in event planning, logistics and transport management, support for education programmes in Rwanda is an advantage.
- Experience with procurement is an advantage.
- Experience in early learning and working with schools.
- Excellent computer skills in MS Office.
- Fluent in English and Kinyarwanda.

Your competency profile.

Core competences: (Level 1 = Basic; Level 2 = Intermediate; Level 3 = Advanced)

Competence	Level
Cooperation	1
Continuous Improvement	1
Result Orientation	2

Role Competencies

Competence	Level
Reliability	2
Accuracy	3
Planning & Organization	1
Problem Analysis & Judgement	1
Communication Skills	2

Nationality: Rwandan Citizen

What we're offering:

- A dynamic working environment in an international context.
- An exciting job with varied responsibilities and opportunities to progress your career in operations, procurement, accounting & finance.
- Professional development opportunities.
- A competitive salary and benefits package of between **RWF 673,015 - 1,008,620** gross depending on your years of experience.

Location: Kigali, Rwanda

Start date: as soon as possible

How to Apply?

Fill-in [this application form](#) not later than **Monday, 4th September 2023, at 5PM (Rwanda time)**.

Make sure that you attach a **motivation letter clearly** telling us why you are suitable for this position, and a **current CV** addressed to VVOB Country Programmes Manager.

More info: For more information, please contact recruitment.rwanda@vvoob.org.



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