



## **VACANCY ANNOUNCEMENT: Administration and Finance Assistant - FAGACE Representation in Rwanda**

*A real instrument in the mechanism of financing for development, the African Guarantee and Economic Cooperation Fund (FAGACE) has played an important role over the past 40 years in favour of the economic integration of its fourteen member states, with more than 2500 billion CFA mobilized through its interventions.*

*Based on its own experience, the Fund is aware of the need to modernize itself due to the constant changes in the international environment and in this Africa with a high need of integration.*

*As part of the framework of the new strategic plan for 2021-2025 which constitutes the compass of our Institution over the next five years it's important to present the vision of FAGACE as follows:*

***“Making FAGACE a modern institution that contributes to the financing for development and financial integration in Africa”***

*Therefore, to be able to achieve this vision, the Fund seek to hire a highly qualified Administration and Finance Assistant who will be under the supervision of the FAGACE Resident Representative in Rwanda with the following duties and responsibilities;*

### **DUTIES AND RESPONSIBILITIES:**

#### **1) Provide support to the daily administrative and financial management of the Representation:**

##### **The Administrative and Finance Assistant;**

- Contributes to the preparation and monitoring of both the budget and treasury statements;
- Manages the collection, archiving and submission to Headquarters of all necessary supporting documentation for the monitoring of the expenses of the Representation;
- Provides support in the organization of day-to-day management of the Representation (organising meetings, mailing management, receiving walk in partners);
- Manages and monitors missions' logistics;
- Takes meeting minutes and archives them;
- Handles the purchase of office supplies and consumables and the management of representation expenses (payment of invoices

- and others);
- Assists the Fund Representative in different administrative and financial duties when needed.

## **2) Support to the management of operational activities of the representation:**

### **The Administrative and Finance Assistant;**

- Welcomes; informs and direct clients (banks and entrepreneurs in need of the fund's intervention);
- Creates and keeps up to date clients' and partners' database;
- Ensure preliminary examination of the files requesting for Fund's intervention under the supervision of the Fund Representative;
- Contribute to the development of operational activities of the Representation.

## **3) Support to Communication**

### **The Administrative and Finance Assistant;**

- Ensures the selection and collection of strategic information;
- Contributes to the implementation of the Fund's communication policy within the scope of intervention.

### **PROFILE:**

- First Degree (A0) in Management and/or finance;
- Languages: shall have a good knowledge of French and English;
- Personality traits: good organizational capacity; ability to communicate clearly (verbally and in writing); good adaptability and resourcefulness; good numerical/analytical and synthesis skills; ability to work in a team; a sense of confidentiality, rigour and precision;
- Skills: good speaking and writing skills in French and English; a good knowledge of International Financial Institutions and the environment of the Guarantee Funds; have experience in the analysis of project financing requests; have a good knowledge of the IT tools and comfortable with Office software; have a good knowledge of microfinance.
- Experience: Shall have a minimum working experience of 5 years in an international or regional banking institution or development financing;
- Be a Rwandan citizen and resident;
- Having a driver's licence and a good network would be an asset;
- Age limit: Maximum 45 years as of December 31<sup>st</sup>, 2021.

***Place of work: Kigali, RWANDA***

## **APPLICATION GUIDELINES:**

Interested candidate should apply online only by sending their documents through [recrutement@fagace.org](mailto:recrutement@fagace.org) mentioning in subject « **ADMINISTRATION AND FINANCE ASSISTANT RECRUTEMENT - FAGACE REPRESENTATION IN RWANDA** ».

**Deadline for application: August 15<sup>th</sup>, 2021 at 5PM sharp (Cotonou time/GMT+1).**

### **Application package shall include:**

- A letter of motivation addressed to the Managing Director of FAGACE;
- Detailed Curriculum Vitae (plus a colour photo) accompanied by relevant supporting documents of your technical capacities and acquired experiences. The contact details of your various employers must be mentioned on the CV;
- A copy of your national identity card;
- A criminal record dated less than three (03) months old.

**NB: Only successful candidates will be contacted.**