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**OFFICE OF THE COORDINATOR**

**JOB ANNOUNCEMENT FOR THE POSITIONS OF ADMINISTRATION  
AND LOGISTICS MANAGER AND A DRIVER FOR UR-SWEDEN  
PROGRAM**

**BACKGROUND**

The University of Rwanda Sweden Program is a comprehensive program that has been established since 20 years ago. It is currently in its 4<sup>th</sup> phase for 5 years and is primarily guided by the grant agreement between Sweden, the Government of Rwanda and the University of Rwanda (UR) regarding the “University of Rwanda and Sweden Research Partnership 2019-2024”- Sida, contribution **No. 11277** signed in 2019 by the Government of Rwanda, the Government of Sweden and the University of Rwanda.

This partnership involves 14 Swedish partner Universities which collaborate with the University of Rwanda with the aim of increasing the production and use of scientific knowledge of international quality at the University of Rwanda, that contributes to the development of the country. As one of the key institutional wide partnerships, the UR Sweden Program is embedded into UR goal to be a research-led University engaged in quality, impactful knowledge production.

For efficient and effective operation of the UR-Sweden Program, a dedicated Program Coordination Office (PCO) has been created at UR and has helped the program achieve its main targets and milestones since its creation. The Program Coordination Office (based at the University of Rwanda Headquarters) is the custodian of the program. Its primary responsibility is to oversee and support the implementation of various sub-programs that form the Program.

To ensure optimal functioning of the Program, the University of Rwanda through Single Project Implementation Unit (UR-SPIU) calls for qualified and motivated candidate to apply to the following positions:

## **1. Administration and Logistics Manager (1 Position)**

### **Main Duties and Responsibilities**

As a member of the Program Coordination Office, the Administration and Logistics Manager assists the Overall Program Coordinator in managing and ensuring the smooth implementation of the program and has overall responsibility to oversee all administration and logistics services provided by the Program Coordination Office.

### **The following tasks are expected to be completed:**

- To ensure timely and effective Program compliance with all UR approvals and guidelines and other accountability mechanisms (Sida and agreement conditions, other UR Rules and regulations), and provide a central point of liaison for the program with other operational office.
- To support the PhD students in the preparation of their individual and fieldwork budgets and provide logistical support;
- To verify and confirm that all payments are prepared in accordance with the available rules and regulations;
- To oversee the program facilities and office management functions and directly manages administrative support team.
- To make all needed logistical arrangement for Program meetings and conferences;
- To support program travels and ensure that all planned domestic and abroad travels are done as planned. This include but are not limited to making bookings for air ticket and preparation of vehicle requests from the government approved companies and to prepare aggregate report on travel abroad supported by the program;
- To make sure that all program assets are recorded in the UR asset register;
- To manage and ensure the maintenance of project vehicles.
- To oversee the management of the program key documentations and files as well as supporting the program audits.
- Perform such other related duties as may be assigned by the Program Coordinator.

### **Required qualification and skills**

- Master's degree in Business Administration or in Logistics from a recognized University- with 5 years of experience in both Administration and Logistics
- Having occupied a senior administration or logistics position will be an advantage.
- Positive attitude, detail and customer oriented with good multi-tasking and organizational ability.

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- Excellent interpersonal and communicational skills, both written and verbal, in English.
- Previous experience will be considered an advantage.
- Ability to work independently with minimal supervision

## **2. Driver (1 Position)**

### **Main Duties and Responsibilities**

As a member of the Program Coordination Office, the driver assists the program administration and logistics manager in delivering and support transport & logistics services to the program members. The driver is responsible for ensuring that the program vehicles are in good conditions.

### **The following tasks are expected to be completed:**

- To provide transportation for program staff to their different assignment which need transport facilities
- To distribute outgoing couriers
- To provide transportation for PhD students when they are on fieldwork depending on the program vehicle allocation schedule
- To facilitate airport pick-ups for VIP visitors and transportation during official visits
- To ensure sound running of the vehicle assigned and to determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules.
- To ensure the project vehicles cleanness both inside and outside
- Maintain log book of each project vehicle
- Perform such other related duties as may be assigned by the Program Coordinator.

### **Required qualification and skills**

- Driving License, Category B, (category D is an added advantage)
- A Secondary School Certificate In any field
- 10 years driving experience in known institution
- Some computer skills for simple task
- Other skills: Ability to learn quickly & ability to work in a teamwork,
- Communication in English or French

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### **Application Procedure**

Interested and qualified candidates should submit their applications online to the [spiurecruitment@gmail.com](mailto:spiurecruitment@gmail.com) with a copy to [infospiu@ur.ac.rw](mailto:infospiu@ur.ac.rw) and the Coordinator of the UR Sweden Program: [eruvebana@gmail.com](mailto:eruvebana@gmail.com). The title of the position should be clearly indicated.

The application package must be a single PDF file and should contain the following documents:

- 1. Application letter in English addressed to the UR-SPIU Coordinator**  
**A detailed Curriculum Vitae**  
**A copy of academic degree and academic transcripts**  
**A copy of proof of previous relevant experience**  
**A copy of ID**

The deadline for submission of the application is on 1<sup>st</sup> July 2022 at 5:00pm. Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 23<sup>rd</sup> June 2022



**Immaculate BUGINGO,**  
**Coordinator of the Single Project Implementation Unit**  
**University of Rwanda**

