

JOB VACANCY FOR AN ADMINISTRATIVE ASSISTANT

I. INTRODUCTION

The Rwanda Bar Association (RBA) is a Legal Professional Organization that was created by an Act of Parliament in 1997 (Law N° 03/97). This law was amended by **Law No 83/2013 of 11/09/2013, the law establishing the Bar Association in Rwanda, determining its Organization and Functioning**. Having started with 37 advocates, after eighteen years, the Bar's current membership exceeds 1200 advocates. The membership is made up of all practicing advocates, as required by law, and the interns who aspire to be enrolled after 1 years of internship.

With the aim of developing and extending its governing and administrative services to its members, the Rwanda Bar Association needs a dynamic technical administrative support to the Bar President and his key supporting structures. It is in this regard that the Rwanda Bar Association is seeking to recruit a qualified and competent Rwandese national for the position of "Administrative Assistant".

II. RESPONSIBILITIES

The Administrative Assistant shall report to the Executive Director and shall provide administrative assistance to the Bar Senior Management to ensure that routine services and activities within the RBA administrative domain are properly implemented. His/her detailed responsibilities shall include but not limited to:

- Typing and disseminating to the concerned addressees the Bar Association correspondences including electronic Correspondences;
- Perform general clerical duties to include but not limited to: photocopying, scanning, mailing, and filing
- Maintain hard copy and electronic filing system.
- Setup and provide logistical support to RBA Council and other RBA Committees' Meetings.
- Maintain and keep updated the Bar President's weekly/Monthly schedules.
- Receive, register, route correspondence and office pouch and mail,
- Search and retrieve office files and reproduce documentation and background material for reference and action by yje supervisor and when required;
- Following instructions from the supervisor, make logistic and administrative arrangements for RBA function (Meeting, seminar, reception, etc..)
- Maintain and update the Roll of Advocates ;
- Managing the RBA Petty cash ;
- Ensuring the proper RBA Stock Management



- Performing any other responsibility/function/task deemed necessary by his/her supervisor/or senior manager in order to meet the High quality level of the RBA services.

III. REQUIREMENTS AND QUALIFICATIONS

- At least a Bachelors' Degree in Business Administration, Management, Finance, Accounting, Law, Economics, or any other Administrative related academic qualification;
- At least 2-3 years of experience in Administrative work;
- Good analytical skills, the ability to draft reports in a concise manner;
- Ability to work with strict targets and deadlines;
- Good computer skills in Word Processing and Spreadsheet (MS Excel);
- Good command of English, French and Kinyarwanda;
- Be ready to be posted at Rwanda Bar Association (RBA) Secretariat.

IV. THE APPLICATION WILL INCLUDE THE FOLLOWING DOCUMENTS:

- An application letter to the President of Rwanda Bar Association,
- A notarized copy of academic qualification (diploma or degree),
- A curriculum vitae indicating at least three referees,
- A Criminal record certificate,

V. APPLICATION PROCESS

Interested candidates should submit their applications including contact details (e-mail & telephone) to the President of Rwanda Bar Association, located at Kicukiro, near BRALIRWA, opposite COVIBAR not **later than 06 June 2019 at 11:00 AM**. Incomplete files will not be considered and all documents submitted to the Rwanda Bar Association (RBA) cannot be withdrawn. Only shortlisted candidates will be invited for exam on dates that will be communicated to them.

Done at Kigali on 28/05/2019



Me Julien-Gustave KAVARUGANDA
President of Rwanda Bar Association