



Albertine Rift Conservation Society (ARCOS)

Kigali Head Office, Kimihurura, KN 14 Avenue, No 47. Email: info@arcosnetwork.org

JOBS ADVERTISEMENT, 23th April 2024 Finance and Administration Positions

The Albertine Rift Conservation Society (ARCOS) was established in 1995 with the mission "To enhance biodiversity conservation and sustainable management of natural resources through the promotion of collaborative conservation action for nature and people". ARCOS is a registered charity and company limited by guarantee in the UK and operates through a Regional Head Office in Kigali (Rwanda), Office in Kampala (Uganda) and through partners in several countries of the Albertine Rift region, Africa Great Lakes and Africa mountains. ARCOS is currently hiring professional and experienced candidates for the following positions: **Human Resources Officer, Operations Officer, and two Finance Interns.**

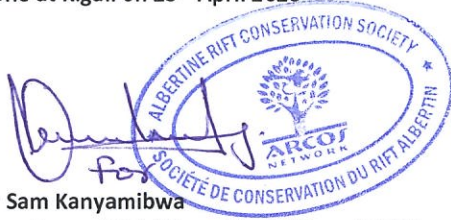
Job Position	Profile
Human Resource Officer Based at Kigali- Rwanda Reports to the Head of Operations	<ul style="list-style-type: none">• A Bachelor's degree in Human Resources management, Business Administration, Law or a related field.• A minimum of 2 years' relevant experience in HRs management position in a non-profit organization• Certification in HR management, such as PHR or SPHR, is preferred• Knowledge of employment laws and regulations, including equal opportunity and workplace safety.• Strong analytical and problem-solving skills, with the ability to develop and implement effective HR strategies and processes.• Proficiency in HR software systems, tools and Microsoft Office Suite (Microsoft word, excel, power point)• Knowledge of employment laws and regulations, including equal opportunity and workplace safety.• Strong interpersonal and communication skills in English and French, including the ability to build relationships with a wide range of stakeholders.• Excellent organizational and time management skills, with the ability to manage multiple priorities and deadlines.• Strong ethics and reliability• Ability to work independently and as part of a team, with a strong sense of initiative, accountability, and responsibility.• Age: Not more than 35 years old
Operations Officer Based at Kigali- Rwanda	<ul style="list-style-type: none">• A bachelor's degree in one of the domains like Business Administration, public administration or

<p>Reports to the Head of Operations</p>	<ul style="list-style-type: none"> • other related areas from recognized university in Rwanda • Working experience between 2 to 5 years in operations management and prior experience for working with NGOs • Proficiency in Microsoft Office Suite (Microsoft word, excel, power point) • Strong written and verbal communications skills in English and French • Problem-solving and decision-making aptitudes • Strong ethics and reliability and detail-oriented • Age: Have 35 years old maximum • Good interpersonal skills and demonstrated ability to work as part of a team • Ability to work independently and as part of a team, with a strong sense of initiative, accountability, and responsibility. • Excellent organizational and time management skills, with the ability to manage multiple priorities and deadlines. • Support on operational activities management by keeping informed about operational functions, supporting the monitoring of staff performance, and ensuring compliance with audits and operational processes, regulations, and procedures of the organization
<p>2 Finance Internees</p> <p>Based at Kigali- Rwanda</p> <p>Reports to the Director of Finance</p>	<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, or Economic • Preferably having Minimum of 2 years' experience in a finance or accounting role • Solid knowledge of financial and accounting procedures. • Deep understanding of International Financial Reporting Standards (IFRS) and IAS. • Understanding of local tax regulations and compliance requirements. • Familiar with any or multiple financial management and accounting software's. (ex: QuickBooks, Sage, SAP, Odoo being highly preferred. • Good computer skills and extensive knowledge of Excel, Word and Power Point. • Proactive and results-oriented, • English proficiency (oral and written) and knowing French is an asset.

If you are interested for the above position and your background, experience, competences and skills match with the specifications, please send your application cover letter and CV with at least three professional references. All applications should be addressed to the Founder and **Founder and Chief Executive Officer** and **submitted electronically** to Email: admin@arcosnetwork.org not later than 30th April 2025, 5:00 pm. For further information, please contact ARCOS through the above email or Tel: +250 795045022.

Collaboration and diversity are our strengths. ARCOS is an equal opportunity employer, and all qualified applicants will receive consideration for employment based on the requirements above. ARCOS reserves the right to withdraw the vacancy at any time for whatever reason. ***Correspondence will only be entered into with shortlisted candidates.***

Done at Kigali on 23th April 2025



Dr Sam Kanyamibwa
Founder and Chief Executive Officer, ARCOS