

## VACANCY: EXECUTIVE ASSISTANT TO THE HIGH COMMISSIONER

An opportunity has arisen for an experienced professional to join the Rwandan High Commission Team in London as the **Executive Assistant to the High Commissioner**.

### ABOUT THE ORGANISATION:

The High Commission of the Republic of Rwanda to the UK has the responsibility of promoting bilateral relations and co-operation between the governments and the people of the Republic of Rwanda and the United Kingdom, as well as develop good business and investment ties. The High Commission is also accredited to Malta and to Ireland, as Embassy of Rwanda to Ireland.

### ABOUT THE ROLE:

This is a full-time, permanent position.

#### **The main responsibilities of the Admin Assistant will include:**

- Manage the High Commissioner's engagements and provide all relevant briefing in advance of engagements
- Managing the High Commissioner's correspondences, diplomatic mail, transmissions, mail-handling (including letters and invitations)
- Maintain up-to-date contact lists across UK Government, Diplomatic Missions, Thinktanks, and external stakeholders
- Act as liaison between management and the rest of the High Commission team
- Manage the Head of mission's travel arrangements
- Work closely with the Communications officer for timely and efficient communication of Government notices, press releases, events, engagements and other updates

### DESIRED SKILLS AND EXPERIENCE:

- Excellent communications skills – both written and verbal
- Fluent in English and Kinyarwanda. French is desirable but not essential
- Strong interpersonal skills
- Able to multi-task and prioritise work
- Must be discreet and maintain confidentiality
- A good team player with a pro-active and enthusiastic attitude
- Mature and confident approach to work and challenges – solution-oriented
- Knowledge and understanding of media and official communication channels
- Excellent proficiency in Microsoft Office packages, including Word, Excel and PowerPoint
- Strong organisational skills, excellent attention to detail, and the ability to work independently
- Bachelor's degree or higher is desirable

***If you meet the above criteria and are ready for a new challenge in a unique and exciting organisation, please apply now.***

- ***Please apply by sending your cover letter and CV to: [recruitment@rwandahc.org](mailto:recruitment@rwandahc.org) by 15/08/21***
- ***2 References will be required***
- ***Successful candidates will be contacted within 2 weeks of the application close date***
- ***Please note that a background check will be carried out***