

TALENT PROFILE	
Job Title:	Human Resource and Administration Officer
Reporting to:	Human Resource Manager
Department	Administration
Location	Kigali, Rwanda

ROLE SUMMARY

AfriCert Limited is an ISO 17065-accredited Certifying Body of longstanding with approval to undertake quality assurance services for market-driven sustainability schemes and headquartered in Nairobi, 1st Floor, Plaza 2000, Mombasa Road and with affiliate companies in Ghana, Cote d'Ivoire, and Rwanda.

The Human Resource Officer will support the organization by executing core HR functions with precision and efficiency to support both staff and management. The role requires attention to detail in the management of staff records and HR documentation, while also fostering effective communication and collaboration across departments. Success in this position will be measured by the ability to complete administrative tasks accurately and on time, ensuring policy compliance, maintaining well-organized personnel records, and working effectively within a team.

	<u>Duties and Responsibilities include:</u>
1	Implement HR policies and procedures in line with the organization's goals and objectives
2	Ensure compliance with legal requirements related to employment and labor laws of Rwanda
3	Assist in managing the recruitment process as per the country needs
4	Assist in developing and implementing training plans for employees to support their professional growth
5	Maintain accurate up to date employee records, including contracts and other relevant documentation
6	Assist in payroll administration
7	Ensure the smooth running of the office on a day-to-day basis.

8	Manage office supplies, keep stock and ensure they are replenished on time
9	Organize travel arrangements
10	Ensure the office is cleaned and well maintained
11	Any other duties related to the role

QUALIFICATIONS AND EXPERIENCE:

1. A minimum of a Bachelor's Degree in Human Resource Management or a related field from a reputable academic institution,
2. At least 4 years working experience in a similar role in a busy office environment with special emphasis on a multinational working environment.
3. Knowledge of Rwandan labour laws and employment practices.

PERSONAL ATTRIBUTES

1. Commitment to AfriCert core values.
2. Self-Driven with high level of integrity.
3. Excellent organizational and time management skills.
4. Excellent problem-solving skills.
5. Strong interpersonal and communication skills.
6. Attention to detail and accuracy.
7. Team player.

Interested and qualified candidates should submit their application letter and detailed CV to info@africertlimited.co.ke by **Tuesday, 12th August 2025**. Only shortlisted candidates will be contacted.