

Institution	Rwanda Green Fund (FONERWA).
Job Title:	Administrative Liaison Officer
Administrative Unit:	Office of the Chief Executive Officer
Job Level and Grade:	5.II
IV:	500
Index:	951
Report to:	Environment and Climate Change Technical Analyst
Responsible for:	N/A
Functions	Tasks
Administrative support	<ul style="list-style-type: none"> ▪ Provide administrative support and ensure the office runs smoothly. ▪ Coordinate the use of all meeting rooms. ▪ Ensure that the office is ready for use every morning and that all requirements are in place and available. ▪ Coordinating domestic and international travel, including flight, hotel, and car rental reservations for executives. ▪ Requesting office supplies and equipment and maintaining proper stock levels. ▪ Maintain the office condition and arrange necessary repairs. ▪ Organize office operations and procedures. ▪ Coordinate with IT department on all office equipment. ▪ Welcome and orient guests and customers and manage any inquiries or needs they may have. ▪ Act as the initial point of contact for the Chief Strategy Officer and Chief Finance Officer by assessing priorities, screening and re-directing phone calls, enquiries and requests when appropriate. ▪ Address employees queries regarding office management issues (e.g. stationery, office equipment and travel arrangements) ▪ Liaise with facility management vendors, including cleaning, catering and security services.
Document management	<ul style="list-style-type: none"> ▪ Record, sort office mail and dispatch to respective departments under the supervisor's direction. ▪ Handle the filing and retrieval of documents. ▪ Ensure telephone communication within the Office. ▪ Read and verify the form and substance of documents submitted to the supervisor. ▪ Forward documents submitted by the supervisor to their respective destinations. ▪ Filing both electronic and hard documents in the office. ▪ Perform clerical duties including photocopying, scanning, filing, and mailing. ▪ Orient correspondences and monitor to ensure that feedback is provided.
Job Specifications/Profile	
Relevant Qualifications	
Diploma in Secretarial Studies, Office Management or Bachelor's degree in Public Administration, Administrative sciences, Management specialized in Administration.	
Required Experience	
At least 2-3 years of relevant working experience as secretary, administrative assistant or office manager.	

Required Competencies

- Excellent written and verbal communication skills
- Detail oriented
- High level of proficiency in Microsoft Office, particularly Excel, PowerPoint, and Word
- Ability to follow specified procedures.
- Filing skills
- Excellent communication skills
- Ability to ensure confidentiality of office documentation
- Ability to maintain accurate records
- Ability to work under pressure, multi-task and solve problems within expectations.
- Fluent in English. Knowledge of French shall be added advantage.