

Administration Officer

Location: Rwanda

Reports To: Program Manager

Employment Type: Full-Time

Overview:

The Administration Officer ensures the daily operations of Leadership Lab Yetu run smoothly while supporting the successful delivery of in-person and virtual events. They are responsible for logistics, scheduling, and office coordination to support programme delivery.

Key Responsibilities:

Administrative Support

- Manage calendars, scheduling, and meeting coordination for the leadership team.
- Prepare agendas, take minutes, and organize internal documentation.
- Maintain filing systems, contact databases, and general email accounts.
- Set up virtual events and manage platforms like Teams, Zoom or Google Meet.
- Ensure timely internal communication and task tracking across teams.

Events & Workshop Coordination

- Plan and manage logistics for trainings, meetings, and events (venue booking, catering, tech setup).
- Coordinate participant communication, travel, and accommodation as needed.
- Coordinate logistics and scheduling with the offices of high-level leaders, diplomatic and protocol counterparts.
- Support with post event documentation and reporting.

Office & Supplies Management

- Oversee office space, supplies, equipment, and vendor relationships.
- Ensure office facilities are safe, inclusive, and functional.
- Maintain well-documented administration, procurement and logistics records.
- Support procurement requests and petty cash documentation in line with the finance policy.

Support to Other Teams

- Provide cross-functional support to HR, Programs, and Communications as needed.
- Assist with the onboarding of new staff and participants, ensuring a smooth welcome experience.

Qualifications & Experience:

- **1–3 years of experience** in administrative, logistics, or event support roles.
- Strong organizational and multitasking skills with attention to detail.
- Experience coordinating events (virtual or in-person) is a plus.
- Proficiency in office tools (Google Workspace, Microsoft Office).



- Familiarity with scheduling tools and meeting platforms (Zoom, Calendly, etc.).
- Ability to work independently and maintain discretion/confidentiality, efficient and solutions-oriented.
- Experience working with senior officials, partners or international organizations is an asset.
- Experience working on pan-African initiatives or working across the continent is an advantage.
- Written and spoken proficiency in both English and French is an advantage.

