



VACANCY ANNOUNCEMENT

Post: Administrative and Logistics Officer.

The High Commission of the Republic of Rwanda in London invites competent and qualified individual to take up the above position.

Job summary

The Administrative and Logistics Officer is responsible for overseeing the Mission's administrative and logistical operations, ensuring compliance with the regulations of both the Headquarters and the host country. This role focuses on managing daily administrative tasks, maintaining office operations, supervising transportation, coordinating procurement, and supporting event logistics. The Officer plays a critical role in ensuring that administrative systems and logistical support function efficiently to facilitate the smooth operation of the Mission.

Detailed duties and responsibilities

- Ensure all staff contracts are updated and maintained and advise management on any relevant contract issues.
- Prepare for all Trade, Investment, Export, and Tourism promotion events organized by the Mission.
- Work with the First Counsellor to develop and manage a contact database of all investors and business partners,
- Serve as the official driver of the administrative vehicle, especially for official guests and other official duties.
- Manage the acquisition of office supplies and coordinate orders for the Chancery and the High Commissioner's residence in collaboration with the procurement committee.
- Maintain an updated inventory of property and assets and oversee routine maintenance activities of the Mission.
- Oversee all matters related to insurance, congestion charges, and parking charges for Mission's vehicles.
- Follow up on the payment of bills from suppliers of utilities, goods, and services.
- Perform other related duties as assigned by the supervisor.

Requirements

- A minimum of a bachelor's degree and experience in relevant fields.
- A driver's licence.
- Ability to communicate in English; knowledge of Kinyarwanda and French is an added advantage.
- Excellent organisational, analytical, and problem-solving skills, with strong attention to detail.
- Basic IT skills especially the use of Microsoft Office



How to apply

The application pack—including a signed letter of application with phone and email contact details, copies of academic qualifications, proof of experience, and letters of recommendation—must be sent to the High Commission of Rwanda via email at **recruitment@rwandainuk.gov.rw** with the subject line “**Post of Administrative and Logistics Officer**” no later than **31st July 2025**. Late submissions will not be considered.

The successful applicant must be prepared to start work on 1st September 2025.

Pay package

The High Commission offers an attractive salary package, with consideration for staff who demonstrate outstanding performance during the probation period. Salary negotiations will take place during the pre-selection process, based on the candidate’s experience.

For any further inquiries regarding this vacancy, please do not hesitate to contact the High Commission at the email address provided above.

Rwanda High Commission

