



Towards sound entrepreneurship in Rwanda

EXECUTIVE ADVISOR

Open Position

Deadline

Applications are ongoing

Location

Kigali

Are you passionate about driving innovation and empowering entrepreneurs to achieve their dreams? Join our dynamic team and play a pivotal role in shaping the success stories of aspiring business leaders. We offer a collaborative and supportive environment where your strategic vision and leadership will make a meaningful impact on the startup ecosystem. Apply now and be part of our mission to fuel the growth of groundbreaking ventures!

◆ ABOUT BPN

BPN stands for Business Professionals Network. It is a Swiss non-profit organization that strives to support the development of Small and Medium-sized Enterprises (SMEs), in order to create jobs and fight poverty. BPN provides coaching, capacity building as well as networking opportunities to SMEs so they can grow their businesses sustainably.

◆ Job overview:

The Executive Assistant provides high-level administrative support for the Country Director and to the BPN Management team to ensure they can efficiently accomplish key tasks and BPN initiatives.

◆ Key Responsibilities

Planning (35%)

- Maintain the Country Director's appointment schedule by planning and scheduling meetings, conferences, and travel.
 - Conduct background research and provide pertinent materials to prepare the Country Director for upcoming meetings and conferences.
 - Prepare the country directors' presentation slides for events and meetings.
 - Coordinate media and PR activities for the Country Director
 - Organizing and scheduling BPN management meetings, as well as taking accurate minutes.
 - Manage the Country Director's daily calendar and arrange transportation as required.
 - Anticipate upcoming administrative support needs with a view to enhancing time management and minimizing rushed preparations.
 - Coordinate the preparation of the Leadership meeting, the Status update meeting and other key meetings and follow up on actionable items (To-Dos)
 - Support the Senior Management in ensuring that strategic goals are executed.
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Customer management (20%)

- Act as the primary contact person to staff, partners, and other stakeholders on behalf of the Country Director
 - Screen all visitors and determine what level of support they need while offering polite, professional customer service.
 - Establish appropriate communication flow through the management and staff
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Correspondence and communication (25%):

- Keep the Country Director's communications organized so that s/he can easily access the most important information without having to sort through low-priority items
 - Monitor, respond to and distribute incoming and outgoing electronic and hard copy communications on behalf of the Country Director
 - Manage information flow in a timely and accurate manner
 - Provide administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the Management's behalf.
 - Manage external communication with the board, partners, and high-level public officials.
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Reporting, documentation, and others (20%):

- Assist BPN alumni (Business Owners Association -BOA) as needed
 - Maintain comprehensive and accurate records.
 - Prepare reports by collecting and analyzing information as assigned by the Country Director.
 - Review weekly, monthly, termly, and annual reports from different departments.
 - Complete and/or update the customer relationship management (CRM) platform as well as the mind maps and other documents on behalf of the Country Director.
 - In the absence of the Country Director, support the acting person and ensure that all requests for action and information are responded to in a timely and appropriate manner.
 - Organize and maintain the office filing system/SharePoint.
 - Assist in a wide variety of projects as assigned; and other reasonably related duties as assigned by the supervisor.
 - Furthermore, the international BPN standard process (flow charts) gives further instructions on tasks and responsibilities to be performed by this function.
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Skills, Qualifications, and Experience

Education

Bachelor's degree in administration, law, or related field.

Attitude and Values

At BPN we expect every employee to proactively practice, nurture and strengthen the following key aspects of his or her working attitude:

- Have a learning attitude and be the driver of your own development process
- Are an active listener.
- Strive to perform and deliver with diligence and beyond strict job content.
- Aim for creativity and taking initiative.
- Have a collaborative mindset.
- Being empathetic and having the passion to serve others.

Experience

- At least 3 years experience as an Executive Assistant, Personal Assistant, or project management experience.

Key competencies:

- Strong communication & writing skills. Fluent in English and Kinyarwanda
- Exemplary planning, time management, and organizational skills
- Experience turning content into well-designed presentations.
- High interpersonal skills
- Experience exercising discretion and confidentiality with sensitive company and personnel information.
- Proactivity and self-direction
- Attention to detail, problem-solving skills, and decision making.
- Have excellent MS Office skills with high digital-oriented skills.

Applications are ongoing

Application Link
[Click here](#)

Please note that due to high demand, only shortlisted candidates will be contacted.

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