



Job Title: Administrative & Logistics Officer

Location: Kigali

Reports to: BRAC-UPGI Program Director

Duration: 2 Years (with possibility of extension)

Start Date: 03rd November 2025

Contract Type: Fixed-Term

About the Position:

[BRAC Ultra-Poor Graduation Initiative \(UPGI\)](#) seeks to hire an Administrative & Logistics Officer to support the implementation of the National Strategy for Sustainable Graduation out of poverty.

The Administrative & Logistics Officer will provide essential operational support to ensure smooth program delivery. This includes managing logistics, procurement, travel arrangements, and administrative processes, as well as strengthening systems that enable efficient program execution.

The Officer will work closely with staff, partners, and service providers to coordinate resources, maintain compliance, and support the UPGI Rwanda team in achieving program objectives.

This position offers an opportunity to contribute directly to a transformative poverty reduction initiative, providing the backbone of administrative and logistical support needed to drive sustainable impact.

Key Responsibilities:

1. Program:

- Support program teams from the District to the National Graduation Secretariat
- Ensure program compliance with the National Strategy for Sustainable Graduation

2. Procurement:

- Assist supervisor in procurement activities, in collaboration with Operations and Program teams
- Assist with identification of suitable vendors, collection of price quotes, documentation of procurement process and management of electronic and paper procurement files
- Responsible to circulate RFQ's, prepare bid analysis and issue purchase orders
- Coordinate all logistical arrangements for project-related events, workshops, seminars and other training activities
- Responsible to managing & preparing service level agreements for the smooth running of project activities



- Help with management and administration of office resources including office space, assets, software, subscriptions, computers, hardware, and other related office systems and equipment.

3. Risk Management:

- Serve as Risk Coordinator for UPGI
- Update risk register for UPGI programs and offices

4. Administration:

- Manage travel arrangements including staff air tickets, transport and boarding & lodging for business purposes.
- Support the organization of team events (meetings, workshops, etc.).
- Maintains a central filing system for required documents and forms.
- Support the development and systematic management of internal policies and their implementation across the company's operations.
- Organize and process invoices, service orders, and other expense claims to ensure payments and expenditure reporting are up to date.
- Help conduct compliance checks, donor due diligence, and other regulatory responsibilities.

5. Human Resource:

- Assist with long term and short-term recruitment needs for UPGI.
- Ensure all staff files are maintained.
- Make sure all trackers and databases are up-to-date and readily available for management information.
- Assist with the identification, selection, recruitment, training and orientation of new staff members.

6. Fulfill other administrative functions as required.

Qualifications and Experience:

- Bachelor's degree in Finance, Supply Chain and Logistics, Management, Marketing, Development studies or any other relevant qualifications
- Minimum 2 years of experience in a similar role (e.g., project administrator, Finance Officer, human resources Officer, Logistics Officer, Personal Assistant, Executive Assistant, or similar roles); three years of experience preferred.
- Strong organizational and coordination skills; ability to manage day-to-day logistics, procurement, and travel arrangements.



- Proficiency in MS Office (Word, Excel, PowerPoint) and familiarity with administrative or financial management software.
- Ability to make decisions under uncertainty and to assess potential institutional risks.
- Being proactive, assertive and action-oriented; driven to work without supervision.
- Capacity to work effectively with diverse teams, supporting the Rwanda team while coordinating with global staff.
- Working experience in rapidly growing organizations will be an added advantage.
- Previous knowledge or strong interest in global development.

Desirable Attributes:

- Strong organizational and time management skills.
- Collaborative spirit and ability to work effectively in cross-sectoral teams.
- Self-motivated and results-oriented.

Safeguarding and Compliance:

- Adhere to BRAC's safeguarding policies and practices, ensuring the safety and well-being of all program participants and staff.
- Promote and support the implementation of safeguarding standards, and report any incidents in a timely and responsible manner.

How to Apply:

This is an opportunity within a high-impact program to support meaningful change. BRAC International offers a competitive salary and benefits package.

Please apply for the role using the following link:

<<<[link](#)>>>

Application Deadline: <<<17th October 2025>>>

Only complete applications will be considered. Short-listed candidates will be contacted.