Human Resources Officer

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Job Ref No 24/11/Human Res | **Published on** Nov 24, 2026 10:00 AM

JOB CATEGORY: Grade VI

DUTY STATION: Kigali, RW

EMPLOYMENT TYPE: Full-time

SALARY SCALE: Not Specified

DEADLINE: Dec 04, 2026 11:55 PM

NUMBER OF POSITIONS: 1

AGE LIMIT: Not Specified

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DESCRIPTION

About Cordaid

Cordaid is an international humanitarian and development organisation that operates in the world's most fragile and conflict-affected regions. In these places, millions of people strive for what everyone deserves: safety, peace, healthcare when needed, a livelihood, and food for tomorrow. Their quest is universal: to live in dignity. We drive lasting change by strengthening essential basic services and systems, with a focus on healthcare, agri-food, and justice & peace. Where disaster strikes, we join our partners in humanitarian action.

Our approach is demand-driven, supporting local communities, civil society organisations, and the local private sector to take the lead in shaping their own future. Rooted in the Netherlands and backed by 250,000 private donors, Cordaid is globally connected through numerous thematic and faith-based networks, among

others Caritas Internationalis, CIDSE, and the ACT Alliance.

About the Position

Cordaid is seeking for a dedicated HR Officer to support in the coordination and administration of human resources in the country office and programs. S/he will be to responsible for supporting the management of staff ensuring that HR policies, procedures, and practices are effectively implemented.

Supervisor:

Regional HR Coordinator with a dotted-line reporting relationship to the Finance and Administration Manager

Job Grade: Grade *VI (Cordaid Rwanda Salary Scale)*

Contract Period: One year renewable based on performance and availability of funding.

KEY DUTIES & RESPONSIBILITIES

Strategic HR plan:

Assists in implementing the strategic Human Resources plan.

Policies and procedures:

Participates in the recruitment process and conducts background and reference checks. Coordinates induction for new employees to the organization, arranges logistics for working and a proper work place and serves as focal point for HR related questions. Administers training and development activities and costs. Keeps and updates a data base of external contacts of trainers and other HR related experts. Assists in staff care and health and safety.

Employee Relations:

Supports in promoting positive employee relations by providing guidance on HR policies, addressing workplace concerns and supporting grievance resolution. Support employee engagement and staff wellbeing initiatives.

Performance Management:

Coordinates the performance management cycle, including objective setting, performance reviews and follow-up on agreed actions.

Benefits and Payroll Administration:

Coordinates the administration of employee benefits, including payroll processing, leave management and medical insurance. Support the preparation and verification of payroll information, maintain accurate leave records, and assist employees with medical insurance and other benefits-related matters, in line with organisational policies and applicable labour laws

Advice

Informs staff on HR administrative matters and answers questions related to this subject. Escalates whenever necessary.

Administrative compliance and support:

Prepares contracts and letters to (prospective) employees.Prepares and maintains (new) employee files and records of probation and performance reviews, grievances and disciplinary action. Assists management and employees with forms and procedures. Administers and controls human resource information systems for the organization. Oversees the completion of compensation and benefit documentation.

Integrity:

Adheres to the Code of Conduct and integrity policies, reports concerns and follows regular integrity trainings.

Knowledge sharing & learning:

Collects information and changes on the Labor law, employment conditions and taxes and informs management in consultation with the Regional HR Coordinator.

Other

Any other duties assigned by the manager

REQUIREMENTS

- University degree or specialized professional certificate in human resources management, organizational development, business or public administration or other relevant subject
- Minimum of three to five years' relevant working experience human resources and organizational development in international NGO environment
- Knowledge of HR information systems, project management, international cooperation with local partners.
- Knowledge of the mission and goals of the Cordaid program, security policy and regulations.
- Behavioral values and skills: accountability, diversity & inclusion, sustainability,, flexibility, creativity, collaboration.
- Very good English or French writing and communication skills
- Good knowledge about the Rwandan Labor Law

OTHERS/EXTRA DETAILS

Further information & how to apply

Cordaid is fully committed to provide a safe and welcoming workplace to its employees, and to maintain respect and dignity of everyone that comes into contact with Cordaid. Therefore, Cordaid participates in the Inter-Agency Misconduct Disclosure Scheme. For more information about Cordaid's work on integrity https://www.cordaid.org/en/who-we-are/integrity-and-code-of-conduct/ (\"\\\") .

How to apply

Applications including a motivation letter and extensive CV in English, should be submitted online; **https://cordaid.hrmagic.co/careers/job?id=MTAxNw==** (\"https://cordaid.hrmagic.co/careers/job?id=MTAxNw==\") by Friday 4th December 2026

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CORDAID UG

BIRASA Patrick
Country Manager

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