



## **GREATER VIRUNGA TRANSBOUNDARY COLLABORATION**

**Intergovernmental Organization- Organisation  
Intergouvernementale**

**Kigali City - Gasabo District – Remera Sector- Gishushu**

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## **VACANCY ANNOUNCEMENT**

The Greater Virunga Transboundary Collaboration Executive Secretariat (GVTC-ES) is seeking to recruit a qualified and motivated individual to join its team as a Finance and Administration Assistant. This is an exciting opportunity to be part of a dynamic intergovernmental organization dedicated to collaborative wildlife conservation and tourism development across the Central Albertine Rift.

- Job Title: Finance and Administration Assistant
- Location:GVTC Executive Secretariat, Kigali, Rwanda
- Reports to:Deputy Executive Secretary – Finance and Administration (DESFA)

### **Organizational Context**

The GVTC-ES is established under the GVTC Treaty signed in 2015, bringing together the Democratic Republic of Congo, Rwanda, and Uganda to manage the Greater Virunga Landscape. The Secretariat leads regional efforts in conservation and sustainable tourism across national borders, contributing to biodiversity protection and economic development.

### **Key Responsibilities**

The Finance and Administration Assistant will be responsible for supporting GVTC-ES in the areas of finance, administration, procurement, and fleet management. Key duties include:

#### **1. Financial Support**

- Verify financial reports submitted by project partners in coordination with the accountant.
- Prepare monthly bank reconciliations and reconcile accounts payable/receivable to supplier sub-ledgers in compliance with GVTC policies.

- Receive and review invoices for compliance and route for appropriate processing.
- Assist in organizing documentation and liaising with auditors during internal and external audits.

## **2. Administrative Support**

- Maintain accurate electronic and physical filing systems for finance and administrative documents.
- Coordinate staff travel arrangements including bookings, visas, and per diem processing.
- Provide logistical support for meetings, workshops, and other organizational events.
- Monitor office supplies and initiate procurement requests as needed.
- Draft routine internal correspondence and provide support in formatting reports and documents.

## **3. Procurement and Logistics**

- Support the preparation of procurement plans and purchase orders, and document procurement proceedings in accordance with donor and GVTC procurement guidelines.
- Maintain a vendor database and procurement tracking systems.
- Support inventory management of office supplies, equipment, and assets.
- Perform any other duties as assigned.

## **4. Fleet Administration**

- Collect and document vehicle mileage log sheets and prepare monthly fleet usage reports.
- Maintain vehicle keys and oversee usage assignments.
- Keep comprehensive records for all GVTC-ES vehicles, including registration, insurance, maintenance, and fuel usage.
- Schedule routine maintenance and ensure vehicle compliance with regulatory and safety requirements.
- Coordinate driver assignments and monitor vehicle tracking systems.
- Report and follow up on vehicle incidents in coordination with insurers and authorities.

## **5. Compliance and Policy Implementation**

- Ensure compliance with GVTC-ES policies, donor requirements, and safety regulations in fleet and procurement operations.

- Participate in updating operational procedures as needed.
- Conduct training sessions for drivers on road safety and vehicle care.
- Conduct briefings and training for office clerks on cleanliness and clerical procedures.

## **6. Reporting and Analysis**

- Generate regular reports on fleet usage, maintenance costs, fuel consumption, and driver performance.
- Contribute to internal audits and asset tracking processes.

**Note:** The above responsibilities are not exhaustive and may be adjusted at the discretion of the Deputy Executive Secretary – Finance and Administration (DESFA).

## **Qualifications and Experience**

- Bachelor's degree or diploma in Finance, Accounting, Business Administration, or a related discipline.
- 2–5 years of relevant experience, preferably within an international or intergovernmental organization.
- Experience with donor-funded project accounting and procurement processes.
- Knowledge of international financial reporting standards (IFRS or IPSAS) is an added advantage.
- Familiarity with GVTC accounting software (e.g., Sun System), Microsoft Teams, and related IT tools is required.

## **Skills and Competencies**

- High attention to detail and accuracy.
- Strong organizational and time management skills.
- Proficiency in English and French (written and spoken).
- Ability to work effectively in a multicultural and multilingual environment.
- Proven discretion and ability to handle confidential information.
- Excellent interpersonal and problem-solving skills.

## **Desirable Attributes**

- Understanding of intergovernmental operational frameworks and reporting requirements.
- Commitment to the mission and values of GVTC-ES.

## Qualifications and Experience

- Bachelor's degree or diploma in Finance, Accounting, Business Administration, or a related field
- 2–5 years of experience in a similar role, preferably with an international organization
- Knowledge of donor-funded projects, IFRS/IPSAS standards, and financial systems such as Sun System
- Proficiency in English and French is required

## Skills and Competencies

- Excellent attention to detail and strong organizational skills
- Ability to manage time effectively and meet deadlines
- Strong communication and interpersonal abilities
- Ability to maintain confidentiality and work in a multicultural environment

## Application Process

Interested candidates should submit a detailed CV, a cover letter, and contact details of three referees via email to the GVTC Executive Secretariat. Applications should be sent to: [es@greatervirunga.org](mailto:es@greatervirunga.org) and copy: [rkabeya@greatervirunga.org](mailto:rkabeya@greatervirunga.org) with the subject line: Application for Finance and Administration Assistant.

Deadline for submission: June 30, 2025.

GVTC-ES is an equal opportunity employer. Female candidates are strongly encouraged to apply. Only the selected candidate shall be contacted for the next steps.

Dr. Andrew G. Seguya  
**Executive Secretary**

