



Address: Kigali, Rwanda. KK 459 ST.
Website: greenstarshub.com
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JOB VACANCY NOTICE

POSITION: HUMAN RESOURCES (HR) AND PROCUREMENT ASSISTANT

Duty Station: Kigali

Employment Type: Full-Time

Department/Unit: Human Resources and Administration

Reports To: HR & Administration Manager

1. About GreenStars

[Green Starz Impakt Hub Ltd \(GreenStars\)](#) is a mission-driven social enterprise catalyzing sustainable development in Rwanda. We are a research, evaluation, and consulting social enterprise delivering services across Research and Project Management (data collection, data management, data analysis, M&E design, and evaluation), Research Capacity Building (including our 6-month Research Capacity Building Program), and Environmental & Climate Resilience Initiatives. Through professional training and consultancy, we empower communities while investing in climate resilience working with NGOs, government agencies, academic institutions, and private sector partners across Rwanda.

[Web Site](#) | [LinkedIn](#) | [YouTube](#) | [Facebook](#) | [Instagram](#) | [Twitter \(X\)](#) | [TikTok](#)

2. Position Overview

GreenStars is seeking a motivated and detail-oriented Human Resources & Procurement Assistant to support our HR functions and procurement processes. This is a junior-level role suited to an early-career professional looking to grow within a fast-paced, mission-driven organization.

3. Key Responsibilities

The successful candidate will be responsible for:

- Maintaining accurate and confidential personnel files, employee databases, contracts, attendance, leave, performance, and other HR records.
- Supporting office administration, meetings, workshops, interviews, staff events, travel arrangements, logistics, office supplies, assets, and inventory management.
- Maintaining confidentiality and reporting suspected fraud, collusion, conflicts of interest, misconduct, or other procurement irregularities.
- Manage GreenStars' HR-related data and information through the company's MIS,
- Adhere strictly to company policies, procedures, and standards without exception, while promoting compliance across the organization.
- Provide timely follow-up and support to staff, including outside regular working hours and on weekends when necessary to address urgent needs.
- Maintain and promote discipline among staff in accordance with company policies and established procedures.
- Promote staff welfare and contribute to initiatives that enhance employee well-being, engagement, and a positive working environment.
- Liaise with the Public Relations Officer on all external events and activities to ensure proper communication, coordination, and representation of the company.



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4. Qualifications and Experience

Applicants must have:

- A Bachelor's Degree or Advanced Diploma in **Human Resources Management, Business Administration, Management, Procurement, Supply Chain Management, Logistics, Public Administration**, or another closely related field.
- At least **2–3 years of relevant professional experience** in Human Resources, Procurement, Administration, Operations, or a related field.
- Practical experience in HR administration and/or procurement processes.
- Experience maintaining personnel and procurement records.
- Knowledge of procurement procedures, supplier sourcing, purchasing, attendance, leave, employee records, and basic payroll administration.
- Experience using HRMIS, ERP, procurement, accounting, or other digital management systems is an advantage.
- Previous experience in an NGO, private company, development project, research institution, or similar professional environment is an added advantage.
- Professional training or certification in Human Resources or Procurement is an added advantage.
- Possession of at least a **Category B driving license** is an added advantage.
- Having between 28 and 45 years old

5. Required Skills and Competencies

Candidates should demonstrate strong planning and organizational skills, attention to detail, integrity, confidentiality, **public speaking**, professional communication, **fluent in English (French would be an added value)**, teamwork, problem-solving ability, accountability, **strict to protocol compliance**, customer-service orientation, ethical conduct, and adaptability. Strong proficiency in **Office tools, internet research, electronic communication, document management, reporting, numerical analysis, and digital management systems** is required.

6. Application Procedure

Interested and qualified candidates should submit:

- Updated Curriculum Vitae (CV);
- Copies of relevant academic and professional certificates; and
- Any other supporting documents demonstrating relevant experience.

Applications should be submitted through this link: [\[Apply Now\]](#) not later than **2026-09-14**

Only shortlisted candidates will be contacted for the next stage of the recruitment process.

“The Opportunity is the only antidote to the poverty”

Issued at Kigali on: **2026-09-01**

Management | Green Starz Impact Hub Ltd

