



TROPI WANDA

Job Vacancy Announcement: Human Resources Professional

Company: Tropi Wanda

Application Start Date: March 30

Application Deadline: April 15

Tropi Wanda is seeking a qualified and motivated Human Resources Professional to join our team.

Key Responsibilities:

- Manage recruitment and onboarding processes
- Maintain employee records and HR documentation
- Support performance management and staff development
- Ensure compliance with company policies and labor regulations
- Handle employee relations and workplace matters

Requirements:

- At least 35 years of age
- Minimum of 5 years of relevant professional experience
- Ability to work effectively under pressure
- Willingness to work outside Kigali or in any other location where the company operates
- Bachelor's degree in Human Resources, Business Administration, or a related field
- Strong organizational and communication skills
- Ability to handle confidential information with integrity
- Basic knowledge of international business and logistics is an added advantage

How to Apply:

Interested candidates are invited to submit their application dossier (including CV and cover letter) to: tropiwanda2023@gmail.com

We look forward to receiving your application.

Kind regards,
Tropi Wanda Recruitment Team