

Job Title:	Office Caretaker (3)	Department	Operations
Reporting To:	Administration Assistant	Years of Experience	Minimum 1 year
Location:	Kigali/ Nyabihu/ Ngororero	Travel Required:	None
Job description			

About Raising The Village

We are Raising The Village (RTV) – an international development organization and a registered charity – on a mission to end ultra-poverty in sub-Saharan Africa.

Raising The Village is a fast-growing organization on an accelerated growth path. We have 350+ national staff in the Sub-Saharan Africa (SSA) region and a team of 15 people in North America working together to lift communities out of ultra-poverty in last-mile villages. We operate at the intersection of direct implementation and advanced data analytics to inform progress, decision-making, and impact.

To date, we have supported more than 1,000,000 people in SSA through our innovative holistic approach and are on track to expand our reach and impact year over year. We have achieved this tremendous growth with the support of our incredible partners from all around the globe who believe in our model and impact. Find out more about our programs and impact at: www.raisingthevillage.org.

Role Description

The Office Caretaker will be responsible for ensuring the cleanliness, organization, and overall maintenance of the office premises. S/he will support staff and visitors by managing hospitality needs, maintaining supplies, and ensuring the office operates efficiently on a daily basis.

Key Responsibilities

- Clean all office areas and ensure the office is tidy
- Dust and organize all office areas
- Arrange for staff and visitor teas and during meetings/workshops
- Support with preparation of meals for staff.
- Ensure office is open and ready for use daily; close office at the end of the day
- Ensure office deep cleaning services on a weekly basis
- Identify and report of office maintenance and repair needs
- Request for kitchen consumables
- Ensure compliance with health and safety regulations
- Any other responsibilities as assigned.

Qualifications & Experience

- O'level completion certificate or P6 completion with relevant experience.
- Minimum of 1 year of experience in a similar position with international organizations



Required Skills & Competencies

- Strong level of attention to detail
- Work experience at RTV is a plus.
- Strong interpersonal skills
- Ability to effectively manage multiple priorities and time sensitive requests • Fluency in English is preferred

Raising The Village is an equal-opportunity employer committed to diversity and inclusion. We highly encourage women candidates to apply.

