



# Youth For Christ Rwanda

## Jeunesse Pour Christ au Rwanda



BP 2491, Kigali-Rwanda | Tel: 0725383083 | Email: yferwanda@gmail.com | yfc-rwanda.org

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### KIGALI CHRISTIAN SCHOOL – RECEPTIONIST JOB ANNOUNCEMENT ABOUT KIGALI CHRISTIAN SCHOOL

Kigali Christian School (KCS), a school of **Youth For Christ (YFC) Rwanda**, is a faith-based educational institution committed to providing quality education grounded in Christian values.

**Vision:** To see young people transformed into the likeness of Christ and equipped to serve God in the community.

**School Mission:** To develop excellent institutions of education that provide students with an outstanding Christian learning environment, fostering spiritual growth, discovering and developing individual potentials, and equipping them to become Christ-like servants in the community.

**POSITION TITLE:** Receptionist

**EMPLOYMENT TYPE:** Full-time

**REPORTS TO:** Principal of the Elementary School, KCS Kigali Campus

#### POSITION SUMMARY

Kigali Christian School is seeking a professional, organized, and welcoming **Receptionist** to serve as the first point of contact for students, parents, staff, and visitors. The Receptionist will ensure smooth front office operations, provide administrative support, and help maintain effective communication across the school.

The ideal candidate will be:

- Friendly, approachable, and professional
- Detail-oriented and trustworthy
- Committed to supporting the school's Christian mission and values
- Able to create a welcoming and organized environment that reflects KCS's commitment to Christ-like service

#### KEY RESPONSIBILITIES

- Welcome and assist visitors, parents, and students in a courteous and professional manner
- Answer, screen, and direct phone calls and emails appropriately
- Manage incoming and outgoing correspondence
- Maintain accurate visitor records and front office documentation
- Provide administrative support to school management and teaching staff
- Ensure the reception area is clean, organized, and presentable
- Support communication between parents, teachers, and school administration
- Assist with scheduling appointments and school events as required
- Perform other administrative duties as assigned by the Principal

#### REQUIRED QUALIFICATIONS & SKILLS

- Diploma or Bachelor's degree in Business Administration, Office Management, or a related field
- Prior experience as a receptionist or in an administrative role is an advantage

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*To participate in the body of Christ in responsible Evangelism of the Youth,*

Address: Gasabo District, Kimironko Sector, Kibagabaga Cell,  
Av. 19, Plot no.78, TIN No. :101343993



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- Excellent communication and interpersonal skills
- Strong organizational, multitasking, and time management abilities
- Proficiency in Microsoft Office (Word, Excel, Outlook) and basic IT skills
- Ability to work professionally in a Christian school environment and uphold its values
- High level of integrity, discretion, and confidentiality

### WORK ENVIRONMENT

This position is based at Kigali Christian School in Kigali. The Receptionist will contribute to creating a professional, welcoming, and organized front office, supporting the school's vision and mission of nurturing Christ-like students in an excellent learning environment.

### EQUAL OPPORTUNITY STATEMENT

Kigali Christian School, as part of Youth For Christ (YFC) Rwanda, is an equal opportunity employer. We encourage qualified candidates who share the school's mission and values to apply.

### HOW TO APPLY

Interested candidates should submit:

- CV and cover letter outlining qualifications and experience
- Valid Criminal Record Certificate
- National ID
- Copies of academic certificates and diploma
- Recommendation letter from a recognized church

**APPLICATION DEADLINE:** 13th March 2026

Send applications to [yfchrrwanda02@gmail.com](mailto:yfchrrwanda02@gmail.com) with the subject line: ***"Application – Receptionist Position"***.

**CONTACT FOR INQUIRIES:** +250 786922110

Only shortlisted candidates will be contacted.

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**Human Resource Manager**  
**Youth For Christ Rwanda**

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