

	TITLE:	Program Analyst/Assistant	POSITION #:	RW-NR21-001
	LOCATION:	Kigali, Rwanda	RECRUITMENT TYPE:	National

POSITION SUMMARY

AKADEMIYA2063 (A2063) was established to continue and expand the portfolio of policy research and capacity-strengthening support for implementing the Comprehensive Africa Agriculture Development Program (CAADP). AKADEMIYA2063 overall mission is to provide data, policy analysis, and capacity-strengthening support that enables African Union member states to achieve inclusive and sustainable development and economic prosperity. AKADEMIYA2063's programs portfolio consists of The Regional Strategic Analysis and Knowledge Support Systems (ReSAKSS), the African Growth and Development Policy (AGRODEP) Modeling Consortium, and the Malabo Montpellier Panel (MaMo Panel).

AKADEMIYA2063 seeks a qualified candidate to serve as a Program Analyst/Assistant for its Department of External Relations. The overarching goal of the position holder is to provide programmatic and administrative support to the Department of External Relations and other Departments as needed. This is a one-year, renewable appointment based at AKADEMIYA2063's headquarters in Kigali, Rwanda. The final position title will be based on experience. **Interested applicants must have the proper authorization to work in Rwanda**

DUTIES & RESPONSIBILITIES

Under the direct supervision of the Director of External Relations and in close collaboration with other key staff, the Program Analyst/Assistant will:

- Assist with the drafting of proposals, partnership guidelines, templates, and agreements;
- Assist with the drafting of presentations, departmental documents, and project/program reports and outputs;
- Organize meetings, webinars, and workshops with various partners, including donors and collaborators, and prepare background materials and meeting minutes;
- Develop and maintain databases of project partners, contacts, agreements, and consultants, as well as bibliographic references and miscellaneous correspondence;
- Anticipate and respond to project administrative and programmatic needs and actions;
- Assist with data and literatures searches;
- Expeditiously respond to requests for information by partners;
- Assist with document proof reading and formatting;
- Support monitoring of project activities and deliverables; and
- Perform other duties as needed or required.

EDUCATION & TRAINING

- Bachelor's degree in Economics, Agricultural Economics, Business, Development, Management or another related field;

REQUIRED QUALIFICATIONS

- Demonstrated fluency in written and spoken English with solid composition, grammar, and proof-reading skills,
- Proficiency in Microsoft Office; word processing and spreadsheet software,
- Ability to multi-task, consistently meet deadlines, and work independently with minimal supervision,
- Professional level of attention to detail and accuracy of work,
- Excellent interpersonal skills and ability to work in a team-oriented multi-cultural environment.

PREFERRED QUALIFICATIONS

- Experience in coordinating project activities and administration,
- Familiarity with food security, agricultural and rural development, and poverty reduction issues in developing countries and particularly Africa,
- Fluency in French.

APPLICATION DETAILS

If you are interested in this position, please send your detailed e-mail application: CV and cover letter in English, by **March 15, 2021** to careers@akademiya2063.org . Please include the position title in the subject line.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

AKADEMIYA2063 is an equal opportunity employer.