



Huye District

Ngoma Sector

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JOB TITLE: LOGISTICS AND COMMUNICATION OFFICER (1)

The Biodiversity Conservation Organization (BIOCOOR) is a legally registered Non Government Organization in Rwanda with the Legal Personality N° 777/RGB/NGO/LP/11/2021. BIOCOOR has been created mainly by young people dedicated to act and to advocate for biodiversity conservation, ecotourism promotion, community health, environmental management, and climate change mitigation and adaptation. The BIOCOOR headquarters are in Nyamagabe and Huye districts of the Southern Province of Rwanda. The organization geographical focus is five districts near the Nyungwe National Park plus Huye, Nyanza, and Gisagara districts. It integrates conservation projects and sustainable economic development for the communities surrounding Nyungwe National Park. Local farmers near the Nyungwe National Park live in poverty due to the acidic soil, which results in a low crop yield. Poor farming conditions have led to illegal activities, such as poaching and deforestation, as a means to survive. These activities damage the environment, so BIOCOOR is trying to preserve the forest, while simultaneously influencing the economic development of the people living near the NNP. The Organization is

working toward integrating biodiversity conservation, farming, nutrition, environmental management, community health, and ecotourism, to positively affect the local economy. These practices help save the forest, too, because the resources are unharmed, and the park helps attract tourists, which creates revenue for the local communities. BIOCOOR has launched projects to promote youth entrepreneurship, safe water and sanitation practices, agro ecological practices, the removal of invasive plants that damage the forest, as well as soil improvement and composting. BIOCOOR also includes Information Communication Technology training to teach the local youth on how to use technology to communicate effectively. BIOCOOR got the funding from the Irish Aid for climate protection. We are looking for the staff member who will help us for the successful implementation of our projects.

Logistics Officer Job Description:

The Logistics and Communication Officer' duties and responsibilities include providing services to the customers and partners to ensure efficient operation of the office and promote the public relations.

Responsibilities:

- Answer and direct phone calls
- Do the needed requisitions for materials, fuel, and other equipment
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Provide information by answering questions and requests
- Generate necessary reports
- Develop administrative staff by providing information, educational opportunities and experiential growth opportunities

- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Write letters and emails on behalf of other office staff
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Cover the reception desk when required
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings
- Coordinate office procedures
- Reply to email, telephone or face to face enquiries
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Receive, sort and distribute the mail
- Manage staff appointments
- Oversee and supervise the work of junior staff
- Maintain up-to-date employee holiday records
- Coordinate repairs to office equipment
- Greet and assist visitors to the office
- Photocopy and print out documents on behalf of other colleagues
- Guide all tourists to BIOCOOR trails in Nyamagabe, Huye, and Karongi
- Provide the Tour reports
- Do the marketing of BIOCOOR services and products
- Work on logistics for staff mission
- Work for BIOCOOR operations performance

Requirements:

- Proven admin or assistant experience
- A0 or A1 diplomas/Degrees in Logistics, Management, Journalism and Communication, Environmental Journalism, Communication, Public Relations, Economics, Forestry resources management, Wood Technology Tourism,

Biological Sciences, Wildlife Management, Nature Conservation, and other related fields

- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- At least 2 years of experience in the field or in a related area
- Having a driving license can be an added value

Logistics and Communication Officer top skills & proficiencies:

- Reporting Skills
- Administrative Writing Skills
- Microsoft Office Skills
- Honesty and smartness
- Financial Analysis
- English and French communication skills
- Nature interpretation skills
- Public speaking skills
- Be good at smiling
- Negotiation skills
- Convincing skills
- Professionalism
- Problem Solving
- Supply Management
- Inventory Control
- Verbal Communication
- Office Administration Procedures
- Typing Skills
- Attention to Detail
- Accuracy
- Multitask
- Telephone management skills
- Teamwork
- Discretion and Judgment
- Creativity and Innovation skills
- Strategic thinking skills
- Time management and punctuality

Desired date to start: 02/04/2023

How to apply: if you are interested, please send the application letter and CV to determinedyouthbiocoor@gmail.com and copy angeish07@gmail.com not later than 26/03/2023.

Only shortlisted candidates will be contacted for the interview only. BIOCOOR is an equal opportunity employer and transparency, coordination, competence, and communication are our values.



Done at Huye on 21/03/2023

Dr Ange IMANISHIMWE, PhD

Country Executive Director for BIOCOOR