



## Albertine Rift Conservation Society/Société de Conservation du Rift Albertin

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Tel.: +256 414 530700

**Kigali Office:**

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P.O. Box: 1735 Kigali, Rwanda  
Tel. : +250 788 659 278

Email: [info@arcosnetwork.org](mailto:info@arcosnetwork.org); Website: [www.arcosnetwork.org](http://www.arcosnetwork.org)

## JOB ADVERTISEMENT

**Date: 11 March 2020**

The Albertine Rift Conservation Society (ARCOS Network) was founded in 1995 with the mission “To enhance biodiversity conservation and sustainable management of natural resources through the promotion of collaborative conservation action for nature and people”. ARCOS is registered charity and company limited by guarantee in the UK and has offices in Kampala (Uganda), and Kigali (Rwanda). We are looking for a dynamic young experienced professional to support the Operations Management in the organization.

### **Key Responsibilities for the Operations Manager:**

- Support Head of Finance and Administration to elaborate and implement Procurement Plan of the organization.
- Prepare, file and publish information tender related documents such as procurement plan, bidding documents and invitation to bidders,
- Organize, keep record, budget for and ensure proper maintenance of fixed asset and no-fixed asset.
- Work closely with project managers and project coordinators to identify and execute logistics needs for the projects.
- Make and update the organization inventory and monitor its amortization
- Support Head of Finance and Administration in human resource management including processing and follow up of recruitments and appointment of staff, arrange induction for new staff among others
- Perform any other duties as assigned by line manager

### **Requirements**

At least Bachelor’s degree in Finance, Accounting with 2 years of relevant working experience in procurement, Human Resource management, logistics or supply chain management.

If you are interested in this position and your background, experience, competences and skills match the above specifications, please send your application cover letter with CV inclusive at least three professional references, your degree and experience certificate (s). The application should be addressed to the Executive Director and submitted in sealed hard copies to ARCOS Network, Kigali Office, KN14 Avenue, No 47, Kimihurura, Kigali, or submitted electronically to Email: [ybigengimana@arcosnetwork.org](mailto:ybigengimana@arcosnetwork.org), Tel: +250 788 659 278. **Deadline of applications is on 20<sup>th</sup> March 2020 at 5:00 pm Kigali Time.** For further information, please contact ARCOS Network website at: [www.arcosnetwork.org](http://www.arcosnetwork.org)

*Collaboration and diversity are our strengths. ARCOS Network is an equal opportunity employer and all qualified applicants will receive consideration for employment based on the requirements above. ARCOS Network reserves the right to withdraw the vacancy at any time for whatever reason. Correspondence will only be entered into with shortlisted candidates.*