



## Rwanda Youth In Agribusiness Forum (RYAF)

*"Youth as Agents of Change in Agribusiness"*

### JOBS ADVERTISEMENT

#### Background

The Rwanda Youth in Agribusiness Forum (RYAF) is a nationwide platform whose purpose is to change the current perception among the youths vis-à-vis the agriculture sector in Rwanda, while orienting them to seize investment opportunities through awareness creation, skills development, and advocacy support services. The idea is to create a critical mass of change agents to influence transformation of agricultural business landscape with courage, determination and positive attitude.

It is a platform of young entrepreneurs operating in any sub-sectors of agribusiness value chain (crop production, livestock production, agro-processing, inputs and other agro-services as well as ICT for Agriculture). Officially launched in May 2016 with the aim to rejuvenate the sector here in Rwanda, RYAF strive to change and challenge youth mindset vis-à-vis agribusiness opportunities for food and nutritional security and sustainable job creation. The forum is officially legalized in the official gazette number 50 of 11<sup>th</sup> December 2017

#### Job title: Human Resources (HR) and Logistics Officer.

##### 1. Duties and responsibilities include:

##### Management of the HR function

1. Be responsible for all HR management and development (including recruitment and selection policy/practices, discipline, grievance, mentoring, salary and conditions, contracts, training and development, talent management, succession planning, driving performance appraisals and any other HR-related issues).
2. Based on need, recruit and manage additional staff of the forum
3. Implement the HR strategy aligned to the labor law and RYAF Objectives, as are in RYAF procedures.
4. Assist and advise RYAF management on HR policy, practice, procedure and issues.





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### Recruitment

1. Overseeing the day-to-day management of the RYAF recruitment process, including reviewing job descriptions, website advertising, updating the RYAF resource plan, shortlisting candidates, attending interviews and selecting final candidates and recruitment report production
2. Creating and continually improving offer letters and contracts of employment, whilst managing the timely distribution of such documents.
3. Organizing and implementing onboarding programs for new RYAF staff.

### Oversee employee disciplinary meetings, terminations and investigations

1. Facilitate as a mediator when required to try and resolve employee grievances.
2. Work with RYAF management to ensure proper processes are followed in cases of poor performance
3. Highlight and help resolve any issues/challenges/employee relations within the office at a management level.

### Training and development

1. Work with the Corporate Liaison Manager to develop and implement training programs for staff.
2. **Support and guidance to the RYAF management team**
  1. Support and coach the management team on all people leadership matters, including administration channel, form strong relationships with the management team to be able to challenge and coach in a high-performance environment.
  2. Partner with the Corporate liaison management unit to project and manage organizational and procedural changes within RYAF administrative channel that adversely impact staff.
  3. Advice in designing and implementing employee retention strategies
  4. Working with RYAF management to ensure strategic Human Resource goals are aligned with RYAF Objectives

### Staff payment

1. Preparation of the staff payment (Payroll).
2. Working with project managers in different intervention for validating the payroll list before payment initiation
3. Following and ensuring timely tax and RSSB declaration







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### **Logistic**

1. Reception of all delivered good to RYAF
2. Organizing and monitoring storage and distribution of goods.
3. Processing the Request for Office Material

### **2.Required skills, experience and qualifications**

- ✓ Bachelor's degree in Human Resources management, Business Administration, Public Administration, Management and other Field related.
- ✓ Strong computer skills (Word, Excel and Power point)
- ✓ Supervisory skills, leadership, understanding of data privacy standards
- ✓ Solid communication skills, both verbal and written.
- ✓ multi-tasking abilities, integrity, honesty
- ✓ Experienced in Declaration RRA, RSSB.

### **Application Modalities**

Interested candidates must follow the key guidelines below to apply for the above Job Positions:

1. Motivation letter addressed to the Chief Executive Officer.
2. Signed updated Curriculum Vitae with at least 3 professional references,
3. Proof of working Experience (employment completion certificates,)
4. National ID,
5. Copy of academic degrees and certificates,
6. All applications must be submitted on the email: [ryafrecruitment@gmail.com](mailto:ryafrecruitment@gmail.com) not later than **25<sup>th</sup> March 2023** Applications will be sent in a single pdf file, separate file will not be considered, mention the position name in the email subject. Only Shortlisted candidates will be contacted for the next stage of selection processes.

Done at Kigali, March 06, 2023

**RWIRIRIZA Jean Marie Vianney**  
**Chief Executive Officer**