



## **RWANDA CONVENTION BUREAU JOB OPPORTUNITY – HUMAN RESOURCES MANAGER**

### **Organization Description -About RCB**

Rwanda Convention Bureau (RCB) is a private company incorporated under the laws and regulations of the Republic of Rwanda. The company was established in 2016 with a mandate of marketing and promoting Rwanda as a MICE destination, identifying MICE investment Opportunities.

RCB has a firm sales and marketing mandate that has enabled Kigali & Rwanda maintain 2nd & 3rd position respectively according to the International Congress and Convention Association (ICCA) 2022 report. As a destination Marketing Company, RCB represents the best interests of Rwanda's MICE industry stakeholders and offers free impartial advice, guidance and support to regional and international event planners and buyers, incentive, associations, and convention organizers through every stage. RCB also serves as the coordinator for all Government of Rwanda (GoR) events and ensures positive economic contribution to the economy, delivering international standards.

In light of this, RCB seeks to recruit a highly qualified and professional candidate to fill the following position.

- **Human Resources Manager:** The primary role of the incumbent is to articulate and implement the Human Resource Strategy for Rwanda Convention Bureau by working closely with senior and line managers, providing them with expert guidance, coaching and support on the full range of human resource activities (including policies and procedures, terms and conditions of employment). The detailed job description and requirements related to the above vacancy can be found on Rwanda Convention Bureau website; [www.rcb.rw](http://www.rcb.rw).

Applications and CV's must be sent to [recruitment@rcb.rw](mailto:recruitment@rcb.rw). The deadline for applications is on the **9<sup>th</sup> November 2023**. If you don't hear from us in two weeks after the application deadline, please consider your application unsuccessful.

**Done at Kigali on 25<sup>th</sup> October 2023.**

**Edward Mugisha**  
**Director of Support Services.**



<u>Position</u>	<u>Job roles and responsibilities</u>	<u>Job requirements</u>
<p><b>Human Resources Manager</b></p>	<ul style="list-style-type: none"> <li>• Oversee all Human Resources Management activities of the Bureau.</li> <li>• Develop, implement, and maintain human resource policies and procedures to ensure effective, fair, and consistent management of staff.</li> <li>• Work closely with senior and line managers, providing them with guidance on human resource-related matters, such as Restructuring of services, Human Resource planning, Recruitment and onboarding of new employees, Staff leave management, Staff training and Capacity Building.</li> <li>• Preparing RCB payroll and other related statutory deductions.</li> <li>• Ensure staff performance evaluations are done on time and in line with the company goals and objectives.</li> <li>• Manage and maintain staff records.</li> <li>• Ensure staff wellbeing, health and safety is maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in human resources management/business Admin, or related field.</li> <li>• A professional /certified course like (PHRi, SPHRi) will be a plus.</li> <li>• At least 5 years of experience in the field of HR management.</li> <li>• Ability to build and maintain positive relationships with colleagues.</li> <li>• Good communication skills and experience in people management.</li> <li>• Ability to find innovative ways to manage people and their grievances.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Experienced with HR Software's and other staff records management tools.</li> <li>• Fluent in English. Knowledge of Kinyarwanda and French is a plus.</li> <li>• Knowledge of Rwandan labour law is required.</li> </ul>

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