



AFRICAN SCHOOL OF GOVERNANCE FOUNDATION (ASGF)

The ASG Foundation is a not-for-profit foundation established by Prominent African Leaders to facilitate the establishment and financing of the African School of Governance, and to incubate and champion other initiatives designed to advance transformative governance and leadership in Africa. The Foundation is an established organisation with a Guardian and a Governing Council that comprises of distinguished leaders from across the African Continent and beyond. It is registered and headquartered in Rwanda.

The ASGF received funding from Mastercard Foundation towards financing of activities to establish the Africa School of Governance (ASG). The African School of Governance is a distinctively African, globally leading, independent graduate professional school established to impact governance and public policy across the continent and improve the lives of citizens across a wide range of outcomes.

The purpose of the ASGF is to establish, support, and mobilize financing for the African School of Governance, and to incubate and champion other initiatives designed to advance transformative governance and leadership in Africa.

The core objectives of ASGF include the following.

1. The custodian of the vision of the African School of Governance (ASG) and any other beneficiary decided in accordance with ASGF regulations and relevant laws;
2. Support the vision and mission of the ASG;
3. Mobilise financial and other endowments to support the development and advancement of the ASG;
4. Engage and mobilise world leaders, policymakers, philanthropists, and researchers to promote and advance the mission of the ASG;
5. Manage the financial and in-kind resources for the ASG; and
6. Incubate and support other initiatives considered essential to develop and advance transformative African governance and leadership.

The ASGF seeks to build an ASG institution that is financially sustainable and independent through investment income from the endowments, and income from activities of the ASGF.

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: Administration Officer	REPORTS TO: Finance and Administration Manager
JOB REF: ASGF/HR006	DEPARTMENT/UNIT: Finance and Administration

Job / Role Purpose:

To provide practical and confidential comprehensive administrative support to the ASG Foundation to ensure its smooth and efficient running through day-to-day organization and office administration and its procedures.

The role holder is responsible for managing budgets, handling logistics, and acting as a point of reference for everyone in the Foundation.

Key duties and responsibilities

- Provide confidential, efficient, and effective administrative support to the leadership team and Foundation staff to ensure efficient service delivery in the ASGF offices for all stakeholders.
- Manage the reception and administrative activities of the office to ensure proper office operations.
- Perform general office duties, including inputting data, preparing letters, and mailing information using database/mail merge, word process, proofreading and formatting letters, reports, and other documents for internal and external circulation.
- Coordinate and supervise service providers, ensuring efficient workflow.
- Maintain and update ASGF databases and insurances, ensure he/she liaises with relevant experts to update and maintain office licenses and insurance for the assets.
- In liaison with security personnel, monitor office entry systems and reception area and oversee authorized access and safety of the office premises.
- Liaise with the office building management personnel to maintain office infrastructure and promote a conducive working environment for all stakeholders.
- Maintain an effective and efficient filing system and provide safe custody of confidential records, maintain the archive section and retrieval of records in accordance with the document management policy.
- Manage the fixed assets and keep updated records of asset movements.
- Supervise the functioning of office facilities and report incidents or issues that need attention for maintenance.
- Co-ordinate travel arrangements for local and international travels for the ASGF Team including air ticket, and accommodation booking.
- Manage office supplies and coordinate servicing of office equipment, and office imprest allocated as guided by the policies.
- Stay aware of and comply with policies and procedures relating to health & safety, security, and confidentiality, reporting all concerns to the appropriate persons.
- Facilitate and participate in induction training, staff review processes, and professional development opportunities
- Provide logistical support and facilitate events or meetings organized by the Foundation in liaison with relevant stakeholders.
- Provide support in resolving conflicts and other issues related to office administration.
- Monitor and follow up on compliance with regulations of related authorities to hedge against penalties.
- Identify and suggest mitigation measures to the risks related to the administration and operation of the ASGF.
- Coordinate the drivers and cleaners where allocated.
- Participate in and carry out any administrative and organizational tasks within the role's remit, providing data returns, as requested by the supervisor.

Expected Outputs/ Deliverables

- Efficient and effective administrative support
- Safe custody of ASGF records
- Conducive working and study environment
- Authorised access and safety of the ASGF office premises
- Logistical support
- Compliance with policies and procedures
- A well-organised office and conducive office environment
- Quality documentation (minutes, outgoing memos, and correspondences)
- Reliable and timely information provided to internal and external customers
- Well managed and accurate filing system
- Timely disposal of records in accordance with document management policy.
- Timely submission of office imprest accountability to the accounts department

PERSON SPECIFICATION

Educational Requirements

- Minimum of a bachelor's degree in business administration, management studies, public administration, social science or a similar field from a reputable university.
- A post-graduate degree is a plus.
- Relevant training in office management is an added advantage.
- Being Bilingual (English and French) is an added advantage.

Related Job Experience

- Minimum of 5 years' office administration experience in a corporate client-facing environment.
- Experience as an Office Administrator.
- Experience in human resource management will be an added advantage.
- Proven experience managing workloads, including complex, confidential, and sensitive issues on initiatives with tight deadlines.
- Experience working with people from different generations and backgrounds.

Required Technical Knowledge/Skills

- Knowledge of office administrative processes, systems and databases.
- Ability to maintain accurate, legible, and up-to-date records.

Required Behavioural Skills

- Outstanding organizational ability
- Problem-solving and conflict-resolution skills
- Ability to prioritize and multi-task

- Ability to use computers (e.g., MS Office)
- Excellent communication skills
- Integrity and self-drive
- Interpersonal and stakeholder engagement
- Attention to detail
- Innovativeness
- Transparency and accountability
- Capable of maintaining confidentiality and exercising discretion

Terms of Employment and Remuneration

- You will sign an employment contract with the ASG Foundation.
- The work will be carried out in Kigali, Rwanda (There may be instances where local/international travel is required).
- Competitive salary with comprehensive healthcare.

Contact/application information:

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for the role, please complete and submit your application via the following link: [Application form for ASGF job applications](#). All applications must be submitted via the online application form at this link.