



AKADEMIYA

The Expertise We Need. The Africa We Want.

VACANCY ANNOUNCEMENT

AKADEMIYA2063 is a pan-African non-profit research organization with headquarters in Kigali, Rwanda, and a regional office in Dakar, Senegal. Inspired by the ambitions of the African Union's Agenda 2063 and grounded in the recognition of the central importance of strong knowledge and evidence-based systems, the vision of AKADEMIYA2063 is an Africa with the expertise we need for the Africa we want. This expertise must be responsive to the continent's needs for data and analysis to ensure high-quality policy design and execution. Inclusive, evidence-informed policymaking is key to meeting the continent's development aspirations, creating wealth, and improving livelihoods. AKADEMIYA2063's overall mission is to create, across Africa and led from its headquarters in Rwanda, state-of-the-art technical capacities to support the efforts by the Member States of the African Union to achieve the key goals of Agenda 2063 of transforming national economies to boost economic growth and prosperity. Following from its vision and mission, the main goal of AKADEMIYA2063 is to help meet Africa's needs at the continental, regional, and national levels in terms of data, analytics, and mutual learning for the effective implementation of Agenda 2063 and the realization of its outcomes by a critical mass of countries. AKADEMIYA2063 strives to meet its goals through programs organized under five strategic areas: policy innovation, knowledge systems, capacity creation and deployment, operational support, data management, digital products, and technology, as well as innovative partnerships and outreach activities. For more information, visit www.akademiya2063.org.

Vacancy Details

Vacancy Number:	RW25003
Position Title:	Executive Assistant
Department:	Executive Office
Location:	Kigali - Rwanda
Duration:	Full Time - Two (2) years renewable appointment

Role Overview

The Executive Assistant role is pivotal in providing comprehensive administrative support to the members of the Executive Office, namely the Executive Chairperson, Managing Director, Chief Scientist, and Chief of Staff. This support involves managing information flow, orchestrating meetings, ensuring meticulous documentation, and upholding protocol procedures with the highest level of discretion.

Key Responsibilities

- Manage the schedules, travel arrangements, and calendars of the Executive Office Team, skillfully prioritizing conflicting demands and resolving scheduling conflicts.
- Coordinate and facilitate meetings by scheduling, inviting participants, documenting minutes, and action plans. Respond to meeting invitations on behalf of the Executive Office promptly and effectively.
- Organize and maintain documents within the Executive Office for easy retrieval and reference. Maintain a structured database and documentation system.
- Track progress on agreed issues, follow up on deadlines and commitments, and coordinate report collection and submission as needed.
- Independently respond to a diverse range of inquiries, making informed decisions when multiple courses of action are possible. Communicate relevant actions taken by the Executive Office to concerned parties, sharing pertinent information, reports, and updates.
- Facilitate logistics, planning, and preparation for Board of Trustees meetings. Compile and organize board documents, manage travel arrangements, accommodations, and other logistics as required.
- Screen incoming communications and manage outgoing correspondence, ensuring proper signature, clearance, and follow-up actions. Adhere to the communication protocol and guidelines when interacting with partners.
- Establish and nurture contacts with executive assistants of senior government officials, development partners, embassies, and other relevant stakeholders.
- Facilitate effective communication dispatch on behalf of the Executive Office Team.
- Provide guidance and direction to the Administrative Support Team (AST), promoting synergy and coordination within the team.

Qualifications

Education & Experience

- Bachelor's degree in business administration or equivalent
- Minimum 5 years' experience in executive support.
- Good understanding of executive-level operations, organizational protocols, and effective communication practices.
- Display exceptional relationship-building skills through interactions with development partners, embassies, and other key internal and external stakeholders.
- Exhibit proficiency in utilizing modern office software, communication tools, and digital platforms.
- Emphasize commitment to maintaining the highest levels of confidentiality and discretion while handling sensitive information, ensuring the trust and confidence of the Executive Office.
- Effective coordination skills, fostering harmonious collaboration across the Executive Office and the wider organization.

Personal Attributes

- *Professionalism* - Independently carrying out one's work in accordance with professional standards of one's profession. Developing oneself in one's professional field. Having a thorough knowledge of one's field.
- *Planning and Organizing* - Ability to determine goals and priorities and to assess the actions, time and resources needed to achieve those goals.

- *Learning* - The ability to absorb new information readily and to put it into practice effectively.
- *Problem Analysis* - The ability to detect problems, recognize important information, and link various data; to trace potential causes and look for relevant details.
- *Stress Management* - The ability to perform under pressure and in adversity.
- *Attention to Detail* - The ability to process detailed information effectively and consistently
- *Verbal and Written Expression* - The ability to express ideas and views clearly to others in writing and verbally.

Submission of Applications

If you are interested in this position, please click this [link](#) to submit your detailed application, including your CV and cover letter written in English, by September 5, 2025.

Additional Considerations

- Only applications received by the deadline will be considered.
- We appreciate the interest of all applicants. However, due to the high volume of applications, only shortlisted candidates will be contacted.
- This job description is intended as a general guide to the position. AKADEMIYA2063 reserves the right to revise, update, or omit parts of this document as needed.
- Qualified female candidates are strongly encouraged to apply.
- AKADEMIYA2063 is an equal opportunity employer and values diversity in its workforce.