

RWANDA

VACANCY ANNOUNCEMENT

Africa Humanitarian Action (AHA) is an International Humanitarian Non-governmental Organisation providing effective humanitarian assistance to alleviate human suffering. AHA has been operating in building the strength of African people to solve African problems for the past 32 years. AHA is a partner of Government of Rwanda (MINEMA & UNHCR) providing comprehensive Primary Health Care, Nutrition and HIV/AIDS services to refugees residing Gashora and ASRH services in Kigeme, Kiziba & Mugombwa. AHA currently wants to employ qualified and motivated personnel for the following position:

Location	Vacant position	Level Required	Qty	Work experience	Specific experience required
AHA CO	Finance Officer	Bachelor's Degree in Finance or Accounting	1	5 years working experience	<ul style="list-style-type: none"> ▪ Minimum 5 years working experience in Accounting, Finance in Public or Private Institutions, preferably in an NGO interacting with refugees or displaced population; ▪ Passionate in delivering assigned responsibilities; ▪ Work with less supervision and frequent reminders; ▪ Self-motivated ▪ Team work skills ▪ Having experience in Petty Cash, Cash Book and Bank Reconciliation; ▪ Excellent knowledge of monitoring and evaluation principles and practices, ability to work harmoniously with colleagues from various cultures and professional backgrounds and strong strategic and creative thinking; ▪ Skills at accounting software e.g. Quick Books etc. ▪ CPA or CAT Level 2 is an added value; ▪ Fluent in Kinyarwanda, English and /or French; knowledge of all is advantageous;

Starting date: As soon as possible

Period : 1 year renewable

Nationality : Rwandan

Working experience with NGOs interacting with refugees or displaced population is an added value. Interested candidates should submit their motivation letter, updated C.V together with three references, copy of national ID/Passport and copy of latest work certificates documents from previous employer **all in One PDF Format**. All candidates should submit their applications addressed to Finance, Admin. & Logistics Officer on the email address: **cofinadminlogistics@afriahumanitarian.org.rw**, **cohumanresource@afriahumanitarian.org.rw** and copy to **rwanda@afriahumanitarian.org** not later than **08/05/2026 at 17: 00**.

Niyonsaba Berthe
Finance, Admin. & Logistics Officer

Done at Kigali, 22/04/2026

