

JOB ADVERTISEMENT

PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER (CEO)

Employer: RANI Group

Duty Station: Kigali, Rwanda (with travel to Group operations as required)

Reports To: Chief Executive Officer (CEO)

About RANI Group

RANI Group is a diversified business group with investments in mining, mineral processing, logistics, and other strategic sectors. Through its subsidiaries, including U.H Mining Company Ltd, UNM Ltd and ETMIN Ltd, the Group is committed to operational excellence, innovation, integrity and sustainable business growth.

Position Summary

The Personal Assistant to the CEO will provide high-level executive, administrative, financial and operational support to the Chief Executive Officer while coordinating executive priorities across the Group.

Key Responsibilities

- Manage the CEO's schedule, meetings and travel arrangements.
- Prepare correspondence, reports, presentations and meeting minutes.
- Maintain confidential records and executive documentation.
- Coordinate communication between the CEO and internal and external stakeholders.
- Support preparation of budgets, financial reports and business performance reports.
- Review financial and procurement documents before submission to the CEO.
- Coordinate Board and Executive Management meetings.
- Monitor implementation of executive decisions.
- Conduct research and prepare analytical reports.
- Perform any other duties assigned by the CEO.

Minimum Qualifications

- Bachelor's Degree in Accounting, Economics, Finance, Business Administration, Commerce, Management, Statistics or a related field.
- Minimum three (3) years' relevant experience supporting senior management.
- Knowledge of financial reporting and budgeting.
- Excellent Microsoft Office skills.
- Excellent communication, report writing and organisational skills.
- High level of integrity, discretion and professionalism.
- Good proficiency in both Kinyarwanda and English. Proficiency in French is an added advantage.

Required Competencies

- Executive administration
- Financial and business analysis

- Communication
- Stakeholder management
- Time management
- Problem-solving
- Professional ethics and confidentiality
- Attention to detail

Application Procedure

Submit the following documents as one PDF attachment addressed to:

The Chief Executive Officer
RANI Group

- Motivation Letter
- Curriculum Vitae with three referees
- Academic Certificates
- Relevant Work Certificates
- Copy of National ID or Passport

The deadline for Application is **Monday 27th July 2026**

Applications should be submitted through the official recruitment email:

rani@rani-mining.com. for more inquiries please contact Bruce Kazungu,

Head of Administration and Legal Counsel. Tel: 0788309175

Only shortlisted candidates will be contacted.

RANI Group is an Equal Opportunity Employer. We recruit, develop and promote employees solely on the basis of merit, competence, integrity and qualifications.

Done at Kigali, 15th July 2026
Odette Uzayisenga
CEO
Rani Group Ltd



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Thank you for doing business with us!