



Silver Bells International school is growing; We're looking for the right people to grow with us.

VACANCY ANNOUNCEMENT

Human Resources and Operations Officer

Silver Bells International School is seeking a qualified, experienced, and highly motivated Human Resources and Operations Officer to join our team. The successful candidate will be responsible for managing the school's human resource functions and supporting the efficient day-to-day operations of the institution.

Key Responsibilities

Human Resources

- Manage recruitment, selection, onboarding, and induction processes.
- Maintain employee records and HR documentation.
- Administer staff contracts, leave records, attendance, and disciplinary procedures.
- Coordinate performance management and staff appraisal processes.
- Support staff training and professional development initiatives.
- Ensure compliance with labor laws and school policies.
- Assist in payroll preparation and benefits administration.
- Promote positive employee relations and a productive work environment.

Operations

- Support the coordination of daily school operations and administrative activities.
- Monitor the implementation of school policies, procedures, and operational standards.
- Coordinate procurement and inventory management of school supplies and equipment.
- Oversee facility maintenance and ensure a safe and conducive learning environment.
- Manage relationships with service providers and suppliers, including contract administration, performance monitoring, and contract renewals.
- Prepare operational reports and support management in achieving organizational objectives.
- Ensure efficient utilization of school resources and assets.

Qualifications and Requirements

- Bachelor's Degree in Human Resource Management, Business Administration, Management, or a related field.
- Minimum of three (3) years of relevant work experience in Human Resources and Operations Management.
- Strong knowledge of Rwanda Labour Law and HR best practices.
- Excellent organizational, planning, and problem-solving skills.
- Proficiency in Microsoft Office applications.

- Strong communication and interpersonal skills.
- Ability to work independently and manage multiple responsibilities effectively.
- Experience in a school or educational institution will be an added advantage.

Personal Attributes

- High level of integrity and professionalism.
- Strong leadership and coordination skills.
- Attention to detail and commitment to quality.
- Ability to maintain confidentiality.
- Proactive, flexible, and results-oriented.

Application Process

Interested candidates should submit their CV, cover letter, and copies of relevant academic and professional certificates to hr@silverbells.co.rw and kfrank@silverbells.co.rw no later than **9th July 2026**.

Only shortlisted candidates will be contacted.

Silver Bells International School is an Equal Opportunity Employer and encourages qualified candidates to apply.