

**Position title: Executive and Administrative Assistant**

**Date: 18<sup>th</sup> September, 2025**

**Reporting to: Chief Executive Officer (CEO)**

**Expected starting date: 10<sup>th</sup> October 2025**

**Employment Contract type: Open Ended**

**About the ASA International (Rwanda) Plc:**

ASA International (Rwanda) Plc (subsequently referred to as "ASA Rwanda") is a for-profit, deposit taking Microfinance Institution licensed by National Bank of Rwanda and incorporated under The Companies Act, No.103495622 in Rwanda in 2014 and started operations in 2016, currently serving small business through Loans and savings in 37 branches across the country. ASA Rwanda is a subsidiary of ASA International listed on London Stock Exchange, one of the world's largest international Microfinance institutions in the world operating in 13 countries in Africa and Asia.

As a financial company and ASA international (Rwanda) plc is mostly engaged to work for the low-income people of the country and as long as there is a possibility of financial irregularities in the activities, the company created a department/position to work to prevent any sorts of misappropriation.

**Vision:** Reduce poverty by improving the lives of the underprivileged with a key focus on female entrepreneurs.

**Mission:** We have a strong commitment to financial inclusion and socioeconomic progress.

**Objective:** Providing Microfinance loans for business purpose to low-income entrepreneurs with an objective of improving financial inclusion and realize socioeconomic progress. Our loans provide an alternative to low-income entrepreneurs without access to credit from traditional banks. We provide these loans using the ASA Model.

**Function Summary**

The Executive & Administrative Assistant to the CEO provides high-level strategic and administrative support, ensuring optimal time management, effective communication, and operational efficiency. This role requires exceptional discretion, organizational acumen, and emotional intelligence to manage complex priorities, sensitive



information, and executive-level engagements. The Assistant serves as a trusted liaison, enabling the CEO to focus on strategic leadership and organizational growth.

## **Duties and Responsibilities.**

### **Executive Support**

- Manage and maintain the CEO's calendar, appointments, and travel arrangements
- Prepare, review, and edit correspondence, reports, presentations, and official documents
- Record meeting minutes, track action items, and ensure timely follow-up
- Screen, prioritize, and respond to emails, calls, and inquiries directed to the CEO
- Handle confidential information with discretion and uphold professional standards

### **Administrative Support**

- Organize meetings, workshops, and board sessions, including logistics and documentation
- Maintain structured filing systems (electronic and physical) for the CEO's office
- Coordinate internal communications between the CEO, management, and staff
- Ensure timely submission of departmental reports and updates to the CEO
- Liaise with internal departments and external partners to support organizational initiatives
- Monitor progress on strategic directives and assist in tracking key initiatives
- Conduct background research and prepare briefing materials for CEO engagements
- Support fundraising, partnership development, and donor reporting activities as required

### **Key Relationships**

- **Internal:** CEO, Senior Management Team, Department Heads, Staff
- **External:** Clients, Partners, Donors, and other strategic stakeholders

### **Qualifications & Experience**



- Bachelor's degree in Business Administration, Management, Finance, Communication, or a related field (Master's degree is an advantage)
- Minimum of 3–5 years' experience in executive-level administrative support, preferably within the financial services or microfinance sector
- Strong organizational and time-management skills with the ability to multitask effectively
- Excellent written and verbal communication skills in English and the local language
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and digital collaboration tools
- High level of integrity, confidentiality, and professionalism

#### **Core Competencies**

- **Professionalism:** Demonstrates discretion, tact, and accountability
- **Communication:** Strong writing, presentation, and interpersonal skills
- **Organization & Time Management:** Effectively prioritizes and meets tight deadlines
- **Problem-Solving:** Anticipates challenges, proposes solutions, and takes initiative
- **Stakeholder Management:** Builds and maintains productive relationships with internal and external partners

#### **Performance Indicators (KPIs)**

- Timely and accurate preparation of CEO correspondence, reports, and schedules
- Effective coordination and follow-through on CEO directives
- Positive feedback from the CEO, staff, and key stakeholders
- Adherence to confidentiality, governance standards, and organizational policies

#### **Salary & Benefits:**

- Market conforms salary and employment conditions.
- In-house Medical Insurance covering him/her and legal dependents as company policy
- Communication allowances as per company policy
- Monitoring allowance as per company policy



- Annual Salary Increment as per company policy depending on company profit
- Festival Allowance as per company policy

**e. Application process**

Cover Letter included the candidate's expected salary; Detailed CV; copy of Degree; Work certificates from previous employers; any other document that may prove a candidate's competency to the post; Copy of ID Card.

Applications should be addressed to the Chief Executive Officer of ASA International (RWANDA) Plc located in KIGALI City, GASABO District, Plot No. – 95, NTORA Village, KG 784 St. RUHANGO Cell, Gisozi Sector, Kigali, Rwanda

Online Application to be sent to [asarecruitment@asarwanda.rw](mailto:asarecruitment@asarwanda.rw) with subject line mentioning **Executive and Administrative Assistant**. Submission of Application should be before 01<sup>st</sup> October 2025 at 5:00 PM. Please note that only candidates with the needed qualifications and relevant experience will be shortlisted. If you do not hear from us in 2 weeks after the deadline, know that you are not meeting our requirements.

ASA International aims to attract and select a diverse workforce, ensuring equal opportunity to everyone, irrespective of race, age, gender, class, ethnicity, disability, location, and religion. Qualified women are particularly encouraged to apply.

**Done at Kigali on 18<sup>th</sup> September 2025**

**Signed and approved by:**



**Christian SALIFOU**

**Chief Executive Officer**

**ASA International (Rwanda) Plc**

