

VACANCY ANNOUNCEMENT

DP World Logistics Rwanda, would like to recruit qualified and experienced **Administrative & Legal Assistant**

Key Responsibilities:

- Maintain filing systems physical and digital for easy document retrieval.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Support Management in preparing reports, presentations, and correspondence.
- Handle office supplies procurement and ensure smooth day-to-day office operations.
- Maintain confidentiality of sensitive information.
- Act as the first point of contact for visitors and clients.
- Draft, review, and negotiate contracts, agreements, and other legal documents.
- Provide legal advice and guidance on company operations, compliance, and risk management.
- Monitor changes in laws, regulations, and industry practices that affect the company.
- Represent the company in legal proceedings, arbitrations, or negotiations when required.
- Support HR and management in disciplinary issues and labor law compliance.
- Ensure proper record-keeping of legal documents and case files.
- Liaise with external lawyers, regulators, and government bodies.
- Train staff on compliance and corporate governance policies.

Key Competencies / Skills

- Strong knowledge of corporate, labor, and contract law.
- Excellent analytical and problem-solving skills.
- Strong drafting, negotiation, and advisory skills.
- Ability to work independently and exercise sound judgment.
- High ethical standards, integrity, and confidentiality.
- Good communication and interpersonal skills.

Qualifications

- Bachelor's Degree in Law (LLB). Master's in Law or specialization is an advantage.
- Minimum 3–5 years' experience as a Legal Officer, Associate, or similar role.
- Must be an advocate of the High Council of Justice / licensed to practice law.
- Fluency in English and Kinyarwanda (French is an added advantage).

How to apply: Interested candidates should send their updated Curriculum Vitae, academic credentials, and application letter addressed to Head of Human Resource DP World Rwanda on info.dpworldkigali@dpworld.com than 17th October 2025.

Juliet NAIGA
Head of Human Resource
DP World Logistics Limited, Rwanda
Kigali Logistics Platform

