



Embassy of the Republic of Rwanda to Germany

Job Offer

The Embassy of the Republic of Rwanda has to offer the following job position effective immediately

Job Title: Receptionist and Administrative Staff

Type: Full Time Job

Location: Berlin, Embassy of the Republic of Rwanda in Germany.

The Embassy of the Republic of Rwanda in Germany with jurisdiction over Germany, Romania, Slovakia, Ukraine and EU is seeking to recruit a dynamic, professional Front Desk Officer to support the Mission in all day-to-day as receptionist and administrative matters.

JOB DESCRIPTION

Tasks:

- **Front Desk Management:** Greeting visitors, answering phone calls, and directing inquiries to the appropriate department or individual, and maintaining a log of embassy guests
- **Administrative Support:** Managing correspondence, scheduling meetings, handling travel arrangements, and maintaining records
- **Communication Management:** Drafting official letters, responding to inquiries, and liaising between departments, distributing messages, and providing general information to the public
- **Event Coordination:** Assisting in organizing embassy events, receptions, and official gatherings
- **Document Handling:** Preparing reports, processing visas and passports, and managing classified documents securely
- **Support for Diplomats:** Assisting diplomats and other officials in their daily tasks, ensuring they have necessary resources
- **Financial & Logistics:** Managing procurement and maintaining office supplies
- **Public Relations Assistance:** Engaging with visitors, coordinating outreach efforts, and ensuring smooth interactions with local authorities



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Education and experience:

- A **high school diploma** or **bachelor's degree** in business administration, public relations, or a related field
- **Previous experience** in administrative roles, customer service, or office management would be advantageous
- Experience working in **government, diplomacy, or international affairs**

Skills & Experience

- **Strong communication skills:** Ability to interact professionally with diplomats, visitors, and government officials
- **Organizational abilities:** Managing schedules, coordinating meetings, and handling paperwork efficiently
- **Multitasking:** Ability to juggle multiple tasks while maintaining accuracy and professionalism
- **Attention to detail:** Particularly important when handling classified documents or managing visa applications
- **Computer proficiency:** Familiarity with office software, email systems, and document management tools
- **Language skills:** Being fluent in German, English and French. Speaking and writing Kinyarwanda will be an added value
- **Discretion & confidentiality:** Handling sensitive information with professionalism and care
- **Problem-solving skills:** Ability to handle unexpected situations calmly and effectively

Application process

To apply for this vacancy, kindly send your cover letter and Curriculum Vitae (CV) **exclusively via e-mail** to ambaberlin@minaffet.gov.rw

Deadline for Application: 02.06.2025

Announced on: 14th May 2025

Shortlisted candidates shall be contacted by the Embassy for further assessment and interviews.

