



# RWANDA SWIMMING FEDERATION

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## BEING THE BEST WE CAN BE

Kigali, 05 / 08 / 2023

### **VOLUNTEER JOB VACANCY**

The Rwandan Swimming Federation (RSF) was established to promote and improve the knowledge of people in the sport of swimming. RSF operates in good synergy with other partners including the Ministry of Sports, CNOSR, and the private sector through hotel owners, swimming clubs, schools, and other actors involved in swimming activities. RSF is registered with the Rwanda Governance Board and is a member of World Aquatics and Africa Aquatics. It is made up of 10 swimming clubs, which have applied for membership in accordance with the RSF rules and regulations.

The Rwanda Swimming Federation is looking to hire a volunteer as administration assistant who fulfills the following qualifications:

1. Male / Female
2. He & She must be in the age between 25 - 35Years Old
3. He & She hold a Bachelor's Degree in related fields such as: Administration, Management, Finance, Human Resource, Accounting, etc....
4. He & She can work individual or teamwork
5. He & She is Speaking and Writing skills in Kinyarwanda, English and French
6. He & She has 2 years experiences in Administration or Management
7. He & She has Excellent Computer skills and organization skills
8. He & She has Good Concentration and ability to solve problem
9. He & She has Great Communication skills and Work ethic

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### **PRIMARY RESPONSABILITIES**

1. Managing the day to day operations of the administrative office. This includes organizing files, maintaining all documents and ensuring good communication within the Organization
2. Assisting in the planning and execution of sporting events, competitions and tournaments. This may involve coordinating schedules, managing registration, and others works relative to sporting events and preparing narrative reports

### **CONTACT**

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[frna2@yahoo.fr](mailto:frna2@yahoo.fr) | [frna2012@gmail.com](mailto:frna2012@gmail.com) | [www.rwandaswimming.org](http://www.rwandaswimming.org)

3. Maintaining membership applications, registrations for athletes, coaches and other stakeholders involved with the RSF
4. Responding to information from athletes, coaches, and the others via email or social media. Keeping stakeholders informed about events, updates and relevant information
5. Assisting in financial tasks such as processing payments, managing invoices and maintaining financial records, this will involve working with a treasurer of RSF to handle budgeting and financial reporting
6. Familiarizing oneself with the RSF's rules, policies and regulations and ensuring compliance with them
7. Assisting in organizing and preparing materials for RSF committee Meetings
8. Assisting in marketing efforts to promote Swimming sport event; this may include managing social media accounts, update the website
9. Providing administrative support to various occasion within the RSF, as needed
10. Providing Logistics services, the management and coordination of the movement of RSF assets, storage and the use of RSF assets (Office materials, technical materials, ...)

If you are interested, please send your CV, photo passport, ID, documents required to the following Email: [fna2012@gmail.com](mailto:fna2012@gmail.com) no later than **11/08/2023 at 11Am**, and hard copy to the office of RSF address: Hallmark Center, KG 17AVE Remera.

GIRIMBABAZI RUGABIRA PAMELA  
President of Rwanda Swimming Federation



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