



JOB DESCRIPTION

Job title:

Human Resource and Administration Officer.

Introduction

Mayfair Insurance Company Rwanda Ltd is a General insurance company providing various general insurance products in Rwanda since May 2017. It is regulated by the National Bank of Rwanda and since inception the company has been on an upward trend, experiencing phenomenal steady growth both on the turn over and profitability. The Company is part of the network of Mayfair Insurance companies across the region (Kenya, Tanzania, Zambia, Rwanda and Uganda and DRC).

*The Head-office of Mayfair Insurance Company Rwanda Ltd is located in **Makuza Peace Plaza, 2nd Floor.***

Job Purpose Statement

The HR and Administration Officer will be responsible for assisting in providing the strategic interface between HR and the specific function to embed a strategic approach to HR management and development that result in a more effective front-line delivery.

Reporting to:

- *Managing Director.*

Key performance measures:

- Enhance employee performance through a performance management system/framework/process
- Implement Training and development programs
- Maintain and control HR Budget
- Ensure compliance to relevant regulation and authorities
- Employee satisfaction
- Availability of approved Human Resources policies and procedures
- Full compliance with the human resource policies and procedures, and the labor laws
- Efficiency in provision of administrative services
- Implement code of conduct.

- Strong people - management skills
- Excellent planning and organization skills
- Ability to work under pressure
- Results driven and customer focused

Responsibility for finances and physical assets

The job holder in this position is accountable for departmental budget.

The application addressed to the Managing Director of Mayfair Insurance Company Rwanda Ltd shall be submitted at the head-office of Mayfair Insurance Company Rwanda Ltd located in the building **Makuza Peace Plaza, 2nd Floor**, or email to info@mayfair.co.rw not later than **13th December 2021 at 5h:00 PM (Local time)**.

NB: 1. Only shortlisted candidates will be contacted for tests and/or interviews.

2. The successful candidate will be required to bring more documents as per our internal policy requirements.

Done at Kigali, on 3rd December 2021.



MUHIMUZI Mugisha Daniel

Managing Director