



JOB OPPORTUNITY

BRAC is the world's largest, and leading development organization dedicated to poverty alleviation and empowerment of the poor. Initiated in Bangladesh in 1972, BRAC now operates in 11 countries across Asia, Africa. To counter poverty and promote social empowerment, BRAC strategically integrates development programs in microfinance, agriculture, health, education, human rights and legal aid, community empowerment and more.

BRAC Rwanda Microfinance Company PLC is registered with Rwanda Development Board in September 2018 and was approved license from National Bank of Rwanda to operate Microfinance and other financial services in Rwanda. BRAC Rwanda is looking for competent, dynamic and self-motivated Rwandans to fill the following regular position.

Position: Field Associate HR

Job location: Country Office

Reporting to: Head of Human Resources (HoHR)

Purpose:

Field Operations HR provides operational HR support to field operations, including branches, areas, and regions. The role manages leave, attendance, and employee records, supports routine HR activities, and assists the HR and Training Officer in training programs. This position ensures smooth HR processes and effective workforce management across the organization.

Major Duties and Responsibilities of Field Associate HR:

- Provide operational HR support to branches, areas, and regional offices, assisting with day-to-day HR processes and serving as a point of contact for field staff.
- Manage leave applications, approvals, and attendance records, ensuring accurate employee documentation.
- Maintain personnel files, HR databases, and other records in line with organizational policies.
- Support the HR and Training Officer in organizing and coordinating training programs, including logistics and participant documentation.
- Assist in routine HR administration, onboarding, offboarding, and HR reporting.
- Work closely with staff in HRD to implement HR initiatives and provide timely support to field staff.
- Ensure that all HR-related processes for field staff, such as leave, attendance, and onboarding, are conducted in a way that upholds safeguarding standards.
- Maintain confidentiality and proper documentation of any safeguarding-related information observed or reported in the field.
- Perform any other responsibilities as directed by the supervisor.

**Knowledge, Skills & Competencies:**

- Good communication, writing and reporting skills in English.
- Proficient in Microsoft Word, Microsoft Excel and internet use.
- Solid understanding of HR policies and procedures.

Educational Qualifications:

Bachelor's Degree in Human Resources Management, Business Administration, Public Administration, Accounting/Finance, Management, Marketing, Social Sciences or any other related field.

Experience: At least 2 years' experience in HR or training functions, including leave management and HR record keeping. Prior experience working with BRAC Microfinance, with field-level exposure, is an added advantage to effectively support field staff on HR-related matters. This experience will be verified by a work certificate provided by the candidate.

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

Candidates need to send a signed Cover letter in PDF format indicating the title of position applied for, updated CV mentioning educational grades, years of experience, ID copy and copies of academic qualifications.

All those documents should be sent through email: **recruitment.rwanda@brac.net**

NB. The subject should be the position you have applied for.

Please note that only short-listed candidates will be called for interview.

Application deadline: 23rd September 2026, 5:00 PM