



Amman, 29th September, 2026

Job Vacancy Announcement N°: 630 RWD-JOR/2026 for qualified Rwandans

Job Title: Executive Assistant – Embassy of the Republic of Rwanda to the Hashemite Kingdom of Jordan.

Department: Office of the Head of Mission

Location: Amman, Jordan

Travel required: Occasional

Position type: Full-time contract

Application deadline: (15) October, 2026

Job Description

The Executive Assistant to the Head of Mission is generally the first person of contact that important guests, customers or visitors engage with often by telephone. This requires punctuality, professionalism and dedication.

Duties and Responsibilities

The Executive Assistant shall provide high-level administrative, diplomatic, and operational support. She/he shall perform the following services:

- Organize and supervise all the administrative activities for smooth running of the Office of the Head of Mission;
- Prepare, organise the agenda and update the Head of Mission's Diary;



- Organize and schedule meetings and appointments of the Head of Mission;
- Draft letters and other correspondences as requested by the Head of Mission;
- Register, manage and transmit incoming and outgoing correspondences;
- Ensure proper filing and recording of files and documents;
- Handle Visitors;
- Handle incoming calls;
- Ensure proper flow of information within the Embassy and to the Head of Mission in particular;
- Ensure all communications, events, and document formatting strictly adhere to established Embassy administrative guidelines, organizational mandates, and diplomatic protocol;
- Create, format, and edit reports, spreadsheets, memos, and PowerPoint presentations; and
- Perform any other task entrusted to him/her by the Head of Mission.

Degree and other qualifications

The applicant shall hold a university degree in International Relations, Law, Political Sciences, Communication, Public Relations, Secretarial Studies, or other relevant fields.

Skills, values and competencies

- Excellent written, oral, and non-verbal communication skills;
- Strong teamwork skills, discipline;
- Ability to maintain high-quality work, and meet deadlines;
- Handling confidential data with absolute discretion;
- Solid research, planning, and time management skills, with minimal supervision;
- Deep understanding of working in a diverse, international environment.

A handwritten signature in blue ink, appearing to be 'J. J. J.', is located below the list of competencies.



Previous professional experience

A minimum of five (5) years of experience for bachelor's degree holders and three (3) years for master's degree holders in public or private institutions in areas such as public relations, protocol, communication, and relevant fields is required.

Language proficiency

Fluency in English and Kinyarwanda (written and spoken) while knowledge of French and Arabic would serve as an added value.

Required documents

- Cover letter;
- Recent CV with 3 references (2 pages max);
- Certified copy of university degree and training certificates if any;
- Copy of the identity card.

These documents must be submitted in a single PDF format (as one document) to ambaamman@minaffet.gov.rw before the above-mentioned deadline. Please note that only short-listed candidates will be contacted for interview.



James NGANGO

Ambassador