**Job Opportunity**

**Position: Messenger & Cleaner**

1. **Company description**

The Economic Policy Research Network (EPRN) is a Research and Training Institution formally registered in 2018. EPRN is a Non-Governmental Organization registered with the Rwanda Governance Board (Registration No 403/RGB/NGO/LP/2018).

1. **Key Duties and Responsibilities**

***Messenger Services:***

* Collection and delivery of mail/files and other materials as required from and to the stakeholders
* Keep records of incoming and outgoing files
* Other duties as required.

***Cleaning services:***

* Clean office equipment
* Clean offices, meeting room and the garden
* Setting up and preparing the meeting room as instructed
* Other duties as required.

1. **Required Qualification and Experience**

* Having completed secondary school at least at O’Level
* Having experience in office clerk, office assistance, cleaning services, messenger services from a recognized institution
* Basic knowledge of French and English is required
* Communication skills

1. **How to apply**

Interested candidates are requested to bring their application letter and updated CV together with copies of their academic credential not later than **07th December 2021 at 5PM** Kigali time at EPRN Office located at UR-CBE Gikondo.

**Kwizera Seth**

**Executive Director**