

Job Title

Personal Assistant to the Managing Director

Location: Kigali, Rwanda

Company: Cube Communications Ltd

Reports to: Managing Director

About Cube

Cube is a fast-moving communications and events company delivering high-profile projects across Rwanda and the region. Our work is dynamic, people-driven, and often on the move. This role sits at the center of it all.

Role Overview

The Personal Assistant to the Managing Director is a **high-trust, high-responsibility role** supporting both the **priorities** of the MD. The PA ensures seamless day-to-day organisation, anticipates needs, and creates space for the MD to focus on leadership, strategy, and growth.

This is a role for someone who is **highly organised and adaptable**.

Key Responsibilities

Calendar & Time Management

- Manage the Managing Director's **complete calendar**
- Proactively balance priorities, flag conflicts, and protect focus time
- Coordinate reminders, preparation needs, and schedule adjustments

Personal & Executive Support

- Handle administrative tasks for the MD with efficiency
- Coordinate all appointments, bookings, and arrangements as required
- Coordinate local and international travel (flights, accommodation, schedules)

Organisation & Coordination

- Track key follow-ups, deadlines, and commitments arising from meetings and discussions
- Organise documents, records, and information for easy retrieval
- Support the MD with ad-hoc tasks that require reliability and sound judgment

Events, Travel & On-the-Go Support

- Provide on-site or remote support to the MD during events, site visits, and travel when required
- Ensure smooth transitions between locations, schedules, and engagements
- Adapt quickly in fast-paced, high-pressure environments

Required Profile

Education & Experience

- Bachelor's degree in **Business Administration, Communications, Management, Human Resources, or a related field**
- Previous experience as a Personal Assistant, Executive Assistant, or similar trusted support role is an advantage

Languages

- **Fluent English – required**
- **Fluent French – required**
(Professional written and spoken proficiency in both)

Skills & Personal Attributes

- Highly organised with exceptional attention to detail
- Mature judgment and a strong sense of discretion
- Proactive, resourceful, and calm under pressure
- Comfortable managing both personal and professional matters seamlessly
- Flexible, adaptable, and responsive to changing priorities
- Professional presence and strong interpersonal skills

Why Join Cube?

- Gain unique exposure to leadership, decision-making, and business growth
- Opportunities for **travel and hands-on involvement** in major projects
- A fast-paced, people-focused environment where initiative is valued

How to Apply

Send your CV and portfolio to:

- info@cubeafricagroup.com
- stephanie@cubeafricagroup.com

Deadline for submission: 15 January 2026