



Nyamata Across from Hilton Inn, Bugesera District, Rwanda | HAMAGARA 2460 KU BUNTU |  
info@earthenable.org | [www.earthenable.org](http://www.earthenable.org)

**Job Title:** R&D Admin Intern  
**Company:** EarthEnable, Incorporated  
**Reports to:** Rwanda R&D Manager  
**Location:** Kigali  
**Timeframe:** 3 Months  
**Salary:** RWF 100,000 Net  
**How to Apply:** Click [Here](#) to Apply

### Who We Are

At EarthEnable, we believe that our clients deserve our very best, that the best ideas can come from any part of the company, and that failure is necessary for success. We celebrate each other's wins, learn from our setbacks, and are deeply proud of the impact we make every day. We believe that a clean, dust-free home means more than good health. It means pride and dignity in the place our customers most treasure: their homes. Being a part of our team means more than building housing products: it means building an organization and building a better future for rural families.

### What We Do

EarthEnable is transforming the way people live, by making homes healthier for families across rural Rwanda and Uganda. 62% of Rwandans and Ugandans live in homes with dirt floors which are dusty, unsanitary, and fertile breeding grounds for parasites and germs. While replacing a dirt floor with concrete has significant health benefits (e.g. reducing diarrhea by 50% and parasitic infections by 80%), concrete is unaffordable for many who need it.

EarthEnable addresses this pressing and ubiquitous problem by selling high-quality, earthen floors that are 80% cheaper than concrete with 96% less carbon emissions. Our earthen floors are composed of natural materials (gravel, clay, sand, and laterite) and sealed using a proprietary drying oil that makes them waterproof, strong, and polished. EarthEnable trains and certifies micro-franchisees who run their own businesses selling and installing the floors in their communities. EarthEnable has already enabled 65,000 people to live on clean, beautiful floors across Rwanda and Uganda, and has big plans to scale across East Africa and beyond in the coming years.

### About the Role



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This internship is suitable for someone who is looking to gain experience in finance and administrative side of running a business. The candidate must be a strong communicator as they will be liaising just as regularly with senior management as they will with our staff on the ground. The intern should have an eye for detail as they will be responsible for the information that management ultimately uses to make strategic decisions. The role requires an intern who is comfortable using a computer and has good Microsoft Excel skills, and they must be willing to learn as they will need to quickly adapt to using our bespoke systems. Some of the tasks you will be asked to perform are:

#### **Control R&D expenses:**

- Requesting money needed by R&D team
- Pay materials, services needed by R&D up-on R&D Officer/ Associate request but after the Manager Approval
- Collaborate with field staff to get a receipt for each payment.
- Clearing all spend money on-time.
- Follow-up with R&D clients to make sure they pay for the service and initiate their payment into salesforce.
- Trucking materials that are going into construction of a given project ( especially house project) and do reconciliations against budgeted cost

#### **R&D data entry and clearance:**

- Do R&D customer entry to Salesforce
- Do stock movement of materials to R&D clients
- Do stock count at the end of each month
- Collaborate with the operation team to request tools delivery to R&D offices
- Do a timesheet for R&D field staff after checking the work done corresponds to the payment they are requesting

#### **District Collaboration**

- Collaborate with the district staff who work on innovation to pay for them materials and tools needed after the Associate responsible for innovation approval
- Do follow-up to know that R&D pilots done in different district are recorded well into the salesforce

#### **Assistance in piloting R&D Projects**



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- Whenever requested assist for different on-going R&D projects pilots

**Qualifications and Skills:**

- College graduate with a strong academic record in Accounting, Finance and Economics
- Interest in finance career growth opportunity
- Ability to use Ms. excel and google sheet
- Understanding the accounting principles and concepts
- Fast in use of computer especially QuickBooks online
- Flexible to work in any district that Earthenable is currently operating in.

Deadline for submission is Friday 14th, 2022

To Apply Click [Here](#).