



Headquarters: Nyamata, Bugesera District, Rwanda | Uganda: Plot 14 Tabingwa Road, Walukuba - Masese Division, Jinja District | info@earthenable.org | www.earthenable.org

Job Title: Junior Systems Associate

Company: EarthEnable, Inc.

Reports to: Senior Systems Manager

Location: Rwanda

Timeframe: 1 Years

Compensation: RWF 340,000 Gross - RWF 430,000 Gross with bi-annual bonus

How to Apply: Fill out the [Form Here](#)

Who We Are

At EarthEnable, we believe that our clients deserve our very best. Morning high-fives are the best way to start the day, and the best ideas can come from any part of the company. 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 floor means more than living in a healthy home. It means pride and dignity in the place our customers most treasure, their homes. Our focus is not just building floors but growing our organization and creating 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. 80% 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 90% less embodied energy. Earthen floors are prevalent in modern homes in the United States and are composed of natural materials (gravel, clay, sand, and laterite). EarthEnable trains and hires local masons to install the floors which are sealed using a proprietary drying oil that makes them waterproof, strong, and polished.

About the Role

This role will work collaboratively with our systems team in Rwanda. The person in this role will be exposed to a wide range of systems activities and will gain experience from a variety of tasks, including analysis and cleaning of large datasets, providing IT support and training to employees throughout the company, developing IT tools to improve our business processes, and more. We



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are looking to hire someone who is a quick learner, a self-starter, comfortable working with computers, and interested in growing into a managerial role. He/She will be working in Kigali in close interaction with the junior systems manager who sits in Rwanda.

The responsibilities of this role will include, but not be limited to:

- Serve as point of contact as the data entry error solver for salesforce.com environment
- Handle all basic administrative functions including user account maintenance, reports and dashboards and other routine tasks
- Complete regular internal data system audits and prepare for upgrades and handle salesforce user data entry errors
- Train fellow employees in how to use the current system and how to adjust to system updates
- Mass updating and uploading of data as needed
- Implementing innovative solutions
- Travel to districts across Rwanda to clean data, train new employees, and complete other systems tasks
- Learn how to manipulate other IT tools used by EE including Formyoula, Kpay, etc.
- Assist all departments as needed
- Present datasets independently and in collaboration with fellow employees

Qualifications

- A bachelor's diploma/degree in computer science, information technology and any related courses
- A knack for IT and a passion for helping people to improve their lives through our product
- Strong computer skills (use of MS Office, advanced excel, structured query language (SQL) etc) and a demonstrated ability to learn new computer programs quickly
- Effective at collaboration and instructing employees in how to use systems
- Ability to work independently
- Fluency in English and the ability to communicate in the local language:
- Prior knowledge of salesforce or an equivalent CRM platform is a plus
- Strong written and verbal communications skills
- Positive attitude, self-starter, entrepreneurial spirit, sense of humor, and willingness to learn new things
- Analytical, have an outstanding work ethic, and pay attention to detail
- Resourceful and a creative problem solver



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- Multi-tasking capabilities - able to manage resource issues and multiple priorities with little or no direction

[CLICK HERE](#) to apply. The deadline for receiving applications will be on Friday, February 23, 2024.