



Caritas
RWANDA

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VACANCY ANNOUNCEMENT

Caritas RWANDA is a non-profit organization registered officially by Ministerial order No 499/08 of 01/02/1963; amended through the Ministerial order No 015/11 of 14/02/2005. Its mission is to assist people in needs and foster for the whole human being. Caritas RWANDA has more than 50 years of working experience in building poor families' resiliency through agricultural, health & nutrition and social welfare activities. Caritas RWANDA is an equal opportunity organization, looking for competencies without any discrimination. Caritas RWANDA is looking for a potential qualified, dedicated and experienced national candidate to fill up the following position:

Position title: Communication Officer

Period: One year renewable basing on performance with three months' probation period

Reports to: the Secretary General

Number of positions available: 1

Job location: Caritas RWANDA head quarter with frequent field visits

Technical focus areas: Bachelor's degree in communication or journalism

ROLE DEFINITION/PURPOSE OF THE JOB:

- Contribute to the visibility of Caritas RWANDA through articles on its website, newspapers, radio, television and different social media

Major Responsibilities

- In close collaboration with the Secretariat of Caritas, the department directors and the project Coordinators as well as well as Catholic Church Leaders at Diocesan and Parish level, cover Caritas RWANDA events at different levels;
- Organize field visit for the collection of information related to Caritas RWANDA activities
- Ensure the information from Caritas RWANDA is transmitted to Caritas Africa magazine and Caritas baobab at a regular basis;
- Update and manage Caritas RWANDA website;
- Publication of Caritas RWANDA activities in the national and international media;

- Design Caritas RWANDA branding and marking tools;
- Prepare and submit quarterly and annual reports to Caritas RWANDA Secretary General;
- Participate and prepare articles on official meetings organized by Caritas RWANDA and/ or its partners;
- Produce annual calendar of Caritas RWANDA;
- Any other task asked by the organization leadership.

DESIRED COMPETENCES

- University degree in **communication or journalism** with at least two years of experience in similar position;
- Proven communication skills in Kinyarwanda, English and French both written and spoken;
- Computer literacy with skills such as Ms Word, Ms Excel, Ms Power point, Ms outlook, publisher, etc;
- Familiar and skills with editing software and in photo and video shooting;
- To be organized and able to carry out his/her own initiatives
- Demonstrated experience and commitment to working with the community;
- To be familiar with the collection of information at the community level;
- Have an excellent capacity to analyze, treat data and share information;
- Must be able to work in the field on a regular basis; and elsewhere his/her services are needed
- Must be able to work under pressure.

Interested candidates with required skills and competences are required to drop off their motivation letters addressed to Secretary General of Caritas RWANDA with their updated CVs, at reception of Caritas RWANDA at the following address: Immeuble Librairie Caritas, **KN 76ST, 3**, P.O. Box: 124 Kigali not later than June 10, 2019 at 10: a.m Only shortlisted candidates will be contacted for written test and interview.

Done at Kigali, May 23, 2019

Father TWAGIRAYEZU Jean Marie Vianney
Secretary General of Caritas RWANDA

P.O A Yuz SEMADATA

