



JOB OPPORTUNITY

Knowledge sharing is a fundamental part of implementation of the agenda 2030 and the Sustainable Development Goals. SDG 17 calls for enhancing “knowledge sharing on mutually agreed terms”, transcending traditional “donor-recipient” relations towards shared learning. In recognition of the importance of knowledge sharing as a means of implementation for SDGs, many countries established special offices within their governments responsible for codifying and sharing successful solutions – at central or sector level. Such offices started emerging in countries at very different levels of development.

Moreover, the National Strategy for Transformation (NST1) for Transformational Governance Pillar, under Rwanda’s Ministry of Foreign Affairs and International Cooperation priority area 3 to strengthen Diplomatic and International Cooperation to accelerate Rwanda and Africa’s development, an action to put in place mechanisms to raise awareness of Rwanda’s Home-Grown Initiatives and Good Practices collectively called innovative initiatives, locally and internationally to support development was required.

As a result, Rwanda Cooperation Initiative was established in 2018 with a mission to become a global gateway for development knowledge exchange by serving as a hub for learning that promotes innovative development initiatives through national and international cooperation. Rwanda Cooperation Initiative shares Rwanda’s knowledge through different activities including Study Visits, Training, Research and Advisory services as well as Project Implementation drawing from Rwanda’s experience.

In order to fulfil its mandate, RCI is looking for skilled and competent candidates to fill the positions of **Marketing and Communication Manager, Chief Internal Auditor, Training and Study Visit Officer** as detailed in attached profiles.

Application guidelines:

Interested candidates should send zipped documents as follows: CV, a cover letter, a copy of degree(s) and certificate(s) and a copy of ID card or valid Rwandan Passport. The application letter should be addressed to the Chief Executive Officer of Rwanda Cooperation Initiative. While sending your application, the subject should mention the position for which the candidate is applying **1. (Marketing and Communication Manager position), 2. Chief Internal Auditor, 3. Training and Study Visit Officer.**

The file is to be submitted at RCI Head office 6th floor (21 KG 5 Ave, Kigali – KACYIRU – opposite Marasa Hotel) at reception or by email at recruitment@cooperation.rw, not later than **Tuesday, September 3rd 2024 at 5:00PM.**

N.B: Only shortlisted and successful Candidates will be contacted.

Regards,

Dr. Willy Mugenzi
Chief Operations Officer



Job Identification

Administrative Unit	Chief Executive's Office
Job Title	Marketing and Communication Manager
Job Category	Manager
Supervisor Title:	Chief Executive Officer

Job Purpose

Under the supervision of the Chief Executive Officer, the Communication Manager is in charge of overseeing all internal and external communications for RCI; plans, implements and monitors RCI Communication Strategy and Annual Communication Action Plans.

Key Job Responsibilities

Functions	Tasks
1. Design and implement the annual communication	- Elaborating the annual communication plan and related budget;

<p>strategy and Communication Plan consistent with RCI Strategic Plan and overarching mandate .</p>	<ul style="list-style-type: none"> - Elaborating communication internal communication plan to enhance internal team cohesion by formally collecting complaints and share them with Senior Management; - Elaborating corresponding communications/messages based on targeted specific groups and disseminates them via most appropriate media. - Develop and implement Quarterly Performance Indicators/targets;
<p>2. Conduct surveys on public opinion about services offered by the institution on request of supervisors.</p>	<ul style="list-style-type: none"> - Developing methods, tools to be used in the surveys; - Collecting, compiles and analyzes the results of investigations and complaints received in the suggestions' box and identify key ideas; - Collecting and processes information from clients on their expectations, satisfactions, and type of disputes with the Company; - Advising and recommend on how to improve the image and quality of the services delivered by the Company.
<p>3. Coordinate and orient media relations.</p>	<ul style="list-style-type: none"> - Draft Press invitations, Press Releases, Press Communiques based on RCI's overall mandate, communication objectives and interests; - Organizing and facilitate media conferences, interviews and produce key guiding talking points for the potential interviewer(s) and provide requisite guide to the journalists, researchers and other actors interested in RCI's activities/events; - Maintaining cordial relationship with various media outlets, private/public within and outside Rwanda with view of raising the profile of RCI; - Conduct media monitoring and provide reports and updates to CEO to gauge RCI's visibility and awareness levels; - Providing advice regarding media and communication to CEO and RCI in general.
<p>4. Build and enhance the image of the institution.</p>	<ul style="list-style-type: none"> - Develop concepts and guidance to creative and production firms/company before, during and after production of visibility materials - Participating in organizing the company's major events to enhance its visibility. - With consultation supervisor, engage external audience to raise the profile and visibility of RCI
<p>5. Manage the Content of the Company Website</p>	<ul style="list-style-type: none"> - Regular updating of the news section with stories, videos and pictures; - Updating website's different menus in collaboration with IT Expert; - Produce newsworthy stories for the RCI websites and social media messages and guiding scripts for media use; - Editing of pictures and sound to support multimedia and multiplatform films.
<p>6. Managing the social media</p>	<ul style="list-style-type: none"> - Twitter (Use live tweet during events; recording the key event of RCI with picture, drafting a tweet, editing before posting, posting a tweet,);

	<ul style="list-style-type: none"> - Facebook; - Flickr; - YouTube (Taking video shoot, Editing the video, Posting the video); - Ensuring production of high-quality content & communication materials; - Coordinating and monitoring placement and responses on key issues regarding RCI; - Ensuring online presence of RCI with quality content; - Supervise content creation schedules based on RCI priorities, events, policies and programs; - Supervising the implementation of communication campaigns on key RCI programs and events - Ensuring good internal communication within RCI; - Acting as contact person for media inquiries by phone and email; - Attending monthly meetings with communication officers in Rwanda.
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Job Specifications

Required Education	<ul style="list-style-type: none"> - Bachelor’s degree in Communication, Journalism, Public Relations and Media studies - Master’s degree in Communication, Journalism, Public Relations, media studies
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Relevant Experience	<ul style="list-style-type: none"> - At least 5 years working experience in communication, journalism, public relations; - Proven experience in making press releases, published media articles, or documentaries evidenced by 3 samples; - Demonstrable experience in making informative and engaging presentations (2 years) - Experience (3) years working in multi-cultural environment in Rwanda or outside Rwanda; - Bilingual skills specifically ability to write and orally express in English and French to ably engage RCI’s international audiences provable after undertaking both written and presentation test
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Required Skills and Competencies

<p>Planning and Organization Skills:</p> <ul style="list-style-type: none"> - Identifies and sets Key Performance Indicators/Targets consistent with RCI Strategic goals/objectives - Orderly organizes different stakeholders/actors inside outside RCI to achieve planned KPIs and overall organizational objectives within a specified period - Works with media, PR production firms/companies/event planners to raise the visibility/awareness of RCI
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- Monitors mainstream and social media reporting of RCI and produce feedback to RCI leadership for awareness or actions/decisions
- Ability to produce accurate and complete reports
- Superior project management and time management skills.

Teamwork Skills:

- Works collaboratively with teams to undertake specific tasks to achieve common goals;
- Solicits inputs by genuinely valuing others' ideas and expertise.

Communication Skills:

- Understands clearly situations and communicates his/her message with clarity to a relevant audience;
- Listens attentively to others with an open mind and provides feedback;
- Uses proper channels of communication;
- Confident communicator and presenter;

Professionalism:

- Demonstrates strict adherence to ethical and performance standards;
- Exhibits a sense of ownership, responsiveness, urgency and courtesy.

Writing and Spoken Skills

- Strong writing and basic editorial skills, proofreading and produce readable/actionable materials,
- Professional printing/publishing skills are essential, including ability to present concepts verbally;
- Fluent in Kinyarwanda, English and French.

Customer Focus Skills:

- Values client relationship and treats clients with respect and courtesy;
- Provides high quality services that address Client/Citizen needs and expectations.

Analytical Skills:

- Ability to conceptualize and produce readable and understandable reports to RCI management;

- Ability to select sensible newsworthy information, story ideas and angles from complex stream of information from RCI engagements
- Sense of judgement and maturity to effectively produce quality, ethical and context-sensitive content;
- Provide RCI leadership with actionable and solution-oriented recommendations and advisories relative to media and internal and external communication at all times;
- Great interests in geopolitics, diplomacy and the interface between cooperation and projects management;
- Have strong attention to detail.

Computer and Digital Media Skills:

- Have highly IT skills across standard Microsoft packages;
- Web-based technologies for designing digital and publishable software packages;
- Skills in power point presentations
- Continually upgrades his/her technological skills to enhance company performance;
- Strong knowledge and understanding of current trends in digital media and social media;
- Self-motivated with a positive and professional approach to management.

Creativity and Innovation Skills

- Have a wide degree of creativity and latitude;
- Proposes new ideas, different options or persuades colleagues to solve problems or meet client needs.
- Uses creative techniques and skills to design and develop options to improve how the institution works.
- Has ability to adapt and use alternative techniques to achieve institutional goals.



Job Identification

Administrative Unit	Chief Executive’s Office
Job Title	Chief Internal Auditor
Job Category	Manager
Supervise Title:	Chief Executive Officer

Job Purpose

The Chief Internal Auditor, reporting directly to the Chief Executive Officer, is responsible for ensuring that Rwanda Cooperation and its employees adhere to all relevant regulatory requirements, internal policies, and procedures. This role involves objectively assessing the company’s business processes, including resource management, identifying and evaluating risks, and gauging the effectiveness of Rwanda Cooperation's risk management efforts. Additionally, the Chief Internal Auditor evaluates internal control systems and provides recommendations for continuous improvement.

Key Job Responsibilities

Functions	Tasks
1. Prepare annual audit plan	<ul style="list-style-type: none"> - Developing the annual internal audit plan; - Ensuring that internal audit resources are appropriate, sufficient and effectively deployed to achieve the internal audit plan; - Ensuring that the annual audit plan is approved by the Board of Directors.
2. Carry out periodic review of financial management process.	<ul style="list-style-type: none"> - Carrying out mandatory (Monthly, Quarterly and Annually) financial audits to assess the adherence to relevant policy, contractual, and regulatory requirements; - Reviewing all payment done during the period under review; - Submitting the draft report to be discussed with the audited Department; - Providing final reports to the Chief Executive Officer.
3. Carry out annual Risk and Systems Audit.	<ul style="list-style-type: none"> - Ensuring that the risk assessment is done at least annually; - Providing an annual holistic opinion on the effectiveness and adequacy of risk management, control, and governance processes; - Assessing whether current internal control systems are adequate to identify risk; - Giving recommendations to avoid risk and improve internal control systems.

4. Carry out compliance Audits.	<ul style="list-style-type: none"> - Coordinating internal compliance review and monitoring activities, including periodic reviews of departments; - Examining adherence to any policy, contractual, regulatory and legislative requirements; - Assessing whether laws, regulations, policies and procedures are being adhered to; - Drafting a report highlighting risk findings; - Sharing the report with the concerned audited unit; - Submitting the final report to the Chief Executive Officer.
5. Provide advisory services to the management and staff of the company.	<ul style="list-style-type: none"> - Providing guidance and advisory services on relevant laws, rules and regulations to the Management and employees; - Maintaining current knowledge of laws and regulations, keeping abreast of recent changes; - Encouraging managers and employees to report suspected fraud and other improprieties without fear of retaliation.
6. Follow up audit recommendations	<ul style="list-style-type: none"> - Overseeing and monitoring the implementation of the audit recommendations; - Monitoring external audit review processes, maintains awareness of compliance issues, and in conjunction with the Senior Management, responds to administrative inquiries related to compliance issues or audits.
7. Prepare consolidated Quarterly Internal Audit reports.	<ul style="list-style-type: none"> - Ensuring that reports on internal auditing engagements and progress report on the implementation of the audit recommendations are provided to the Management; - Prepare consolidated internal audit quarterly reports indicating the status of implementation of audit recommendations to be submitted to the Chairperson of the Audit Committee.

Job Specifications

Required Education Qualifications	<ul style="list-style-type: none"> - Bachelor's in Finance, Accounting, Management with specialization in Finance/Accounting. - Accounting Professional Qualification recognized by IFAC (ACCA, CPA, CAT).
Relevant Experience	At least 3 years of senior working experience in accounting or financial management, auditing, Financial Regulations, and procedures. Working or auditing IT software is an added advantage to the experience.

Required Skills and Competencies

<p>Planning and Organization Skills:</p> <ul style="list-style-type: none"> - Identifies and sets targets linked to strategic goals of the institution and allocates them for implementation; - Identifies and assesses optimal resource needs to implement strategies and to achieve set targets;

- Oversees monitors and ensures the execution of institutional plans;
- Ability to report accurately and timely on the implementation of plans.

Teamwork Skills:

- Works collaboratively with colleagues to undertake specific tasks to achieve common goals;
- Solicits inputs by genuinely valuing others' ideas and expertise.

Communication Skills:

- Understands clearly situations and communicates his/her message with clarity to a relevant audience;
- Listens attentively to others with an open mind and provides feedback;
- Uses proper channels of communication.

Professionalism:

- Demonstrates strict adherence to ethical and performance standards;
- Exhibits a sense of ownership, responsiveness, urgency and courtesy.

Accountability:

- Accepts and assumes responsibility for work and decisions;
- Reports work done, and explain decisions taken;
- Accepts mistakes and failures and endeavors to take corrective action or bears the consequences.

Risk Management:

- Works collaboratively with colleagues to undertake specific tasks to achieve common goals;
- Solicits inputs by genuinely valuing others' ideas and expertise.

Customer Focus Skills:

- Values client relationship and treats clients with respect and courtesy;

- Provides high quality services that address Client/Citizen needs and expectations.

Analytical Skills:

- Well placed sense of judgement and political skills, able to exercise absolute discretion and confidentiality;
- Evidence of an ability to “think outside the box” and generate and implement creative solutions;
- Have strong attention to detail.

Computer Skills:

- Have highly competent IT skills across standard Microsoft packages;
- Embraces new technological solutions to solve organizational challenges;
- Continually upgrades his/her technological skills to enhance Institutional performance.

Job Identification

Administrative Unit

Chief Operations’ Officer’s Office

Job Title	Training and Study Visits Officer
Job Category	Professional
Supervise Title:	Training and Study Visits Manager
Job Purpose	
Under supervision of the Training and Study Visits Manager, the Training and Study Visits Officer is responsible for facilitating the smooth arrivals and departure of foreign visitors, and good running of the visits.	
Key Job Responsibilities	
Functions	Tasks
1. Facilitate smooth arrivals and Departure of Foreign visitors	<ul style="list-style-type: none"> - Facilitating the smooth arrivals and departures of foreign visitors at the airport; - Facilitating all the logistical arrangements pertaining to the visits to Rwanda (e.g. transport, hotel accommodation, security); - Follow up on the visits request appointments in favor of the visitors to Rwandan Authorities; - Preparing a monthly, quarterly, and annual report on all the visits
2. Facilitate smooth running of the visits.	<ul style="list-style-type: none"> - Ensuring smooth running of the visits; - Facilitating all planned activities and related calendar and ensure that they are agreed upon between Rwanda Cooperation Initiative and the visitors prior to their travel; - Securing all required appointments; - Ensuring all planned activities are done timely during the visit; - ensuring that the work prepared by institutions to be visited is done to the highest standards; - Highly conversant in all cooperation areas between Rwanda Cooperation Initiative and visitors; - Building and maintaining excellent relationships with government institutions colleagues, NGOs and private sector in and outside of Rwanda; - Providing the necessary/requested coordination support to government institutions and private sector in Rwanda; - Identifying/exploring and pursuing any potential opportunity for building/strengthening cooperation between Rwanda Cooperation Initiative and institutions of origin of the visitors; - Maintaining a high-level of confidentiality in all sensitive matters related to your work; - Maintaining constant contact with the visiting team; - Facilitating the final briefing before departure; - Drafting report of the visit to Training and Study Visits Manager with clear challenges and way forward.
Job Specifications	
Required Qualifications	Education
	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p> <p>Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p>
Relevant Experience	<ul style="list-style-type: none"> - At least 3 years of working experience in Public Service and international diplomacy or any other relevant domains for Bachelor's degree holders, and 1 year of working experience in Public Service and international diplomacy;

- Extensive experience and knowledge in Multilateral and Bilateral Cooperation;
- Experience in managing conflicts;
- Extensive experience and Knowledge in Foreign Affairs;
- Experience and knowledge of administrative management.

Required Skills and Competencies

Planning and Organization Skills:

- Identifies and sets targets linked to strategic goals of the institution and allocates them for implementation;
- Identifies and assesses optimal resource needs to implement strategies and to achieve set targets;
- Oversees monitors and ensures the execution of institutional plans;
- Ability to report accurately and timely on the implementation of plans;
- Superior project management and time management skills.

Analytical Skills:

- Develops ideas that guide interpretation of situations based on sound judgement and experience;
- Assesses situations, identifies key issues and produces logical and practical solutions;
- Demonstrate high level skills in evaluating the success of the company in reaching its strategic goals; He/she must make sure that each strategic goal is measurable.

Customer Focus Skills:

- Values client relationship and treats clients with respect and courtesy;
- Provides high quality services that address Client/Citizen needs and expectations.

Time Management Skills:

- Plans work schedules, prioritizes tasks and meets deadlines;
- Delegates work to team members for effective and efficient productivity.

Teamwork Skills:

- Works collaboratively with colleagues to undertake specific tasks to achieve common goals;
- Solicits inputs by genuinely valuing others' ideas and expertise.

Communication Skills:

- Understands clearly situations and communicates his/her message with clarity to a relevant audience;
- Listens attentively to others with an open mind and provides feedback;
- Uses proper channels of communication.

Computer Skills:

- Have highly competent IT skills across standard Microsoft packages;
- Embraces new technological solutions to solve organizational challenges;
- Continually upgrades his/her technological skills to enhance Institutional performance.

Writing and Spoken Skills:

- Have highly competent note-taking and typing capability;
 - Have experience of taking minutes and circulating meeting papers;
- Fluent in English, French and Kinyarwanda.