

Position	Key responsibilities	Qualifications and skills
<b>Deputy CEO 'Office</b>		
<p><b>Advisor to the Deputy CEO (1)</b></p>	<ol style="list-style-type: none"> <li>1. Manage day-to-day operations of the Deputy CEO's office.</li> <li>2. Work closely with the advisor to the CEO and heads of departments to ensure that RCB's priorities are met</li> <li>3. Advise and follow up on key projects and decisions</li> <li>4. Participate in meetings and keep track of tasks, deliverables and deadlines</li> <li>5. Prepare, examine, proof-read and summarise reports, briefs and other documents</li> <li>6. Anticipate the Deputy CEO's needs and identify opportunities to create processes and systems to streamline office flow</li> <li>7. Act as a point of contact for operational matters that require the Deputy CEO's attention</li> <li>8. Prepare and follow up on Deputy CEO's meetings and engagements</li> <li>9. Attend to the Deputy CEO's emails and other administrative tasks</li> <li>10. Manage the Deputy CEO's office travels</li> <li>11. Perform other duties as requested</li> </ol>	<ul style="list-style-type: none"> <li>• Master's degree in business or public administration, law, economics, political science or any relevant field and minimum of 2 years of experience in a similar executive support role or Bachelor's degree in business or public administration, law, economics, political science or any relevant field with minimum of 4 years of experience in a similar executive support role.</li> <li>• Knowledge or interest in the MICE sector and its trends</li> <li>• Understanding of strategic planning and performance metrics for institutional development is a plus</li> <li>• Strong analytical, critical thinking and organizational and planning skills</li> <li>• Ability to manage multiple tasks and competing priorities in a fast-paced environment.</li> <li>• Project management skills, with the ability to manage cross-functional teams and drive results.</li> <li>• Excellent oral and written communications skills. Fluent in English and Knowledge of French and Kinyarwanda is an added value.</li> </ul>

		<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office Suite, as well as other project management and performance tracking software.</li> <li>• Ability to prepare, review and summarize clear and concise briefs, emails and other documents</li> <li>• Demonstrated ability to exercise discretion and handle confidential information with tact and professionalism</li> <li>• Experience liaising with internal and external stakeholders, including senior executives and board members</li> <li>• Experience coordinating travel arrangements and scheduling for high-level executives</li> <li>• Strong attention to detail and ability to anticipate needs</li> </ul>
<b>Destination Marketing Department</b>		
<b>Director of Destination Marketing</b>	<ol style="list-style-type: none"> <li>1. Oversee RCB's overall data-driven DMD strategy, implementation and budget</li> <li>2. Drive MICE Revenues through Destination Marketing (DM) activities</li> <li>3. Increase international awareness of Rwanda as a preferred destination to host regional and international MICE Business.</li> <li>4. Approve DM campaign ideas</li> </ol>	<ul style="list-style-type: none"> <li>• Minimum of a master's degree in Marketing, Business Administration, or Tourism.</li> <li>• At least 10 years of relevant experience in marketing, and sales with a minimum of 7 years in a senior leadership role, preferably in the MICE industry or a similar sector.</li> <li>• Strong analytical skills and the ability to use data and analytics to make strategic marketing decisions.</li> </ul>

	<ol style="list-style-type: none"> <li>5. Use data to analyse the success &amp; impact of DMD strategies according to objective and targets</li> <li>6. Advise RCB Management on investment opportunities in the conference/events industry</li> <li>7. Advise RCB Management on communications, PR and media engagements</li> <li>8. Increase MICE industry actors involvement in the promotion and attraction of MICE business to Rwanda.</li> <li>9. Review and approve all DMD reports</li> <li>10. Provides constructive and timely performance evaluations.</li> <li>11. Direct report to the Deputy CEO</li> </ol>	<ul style="list-style-type: none"> <li>• Proven experience in developing and implementing successful marketing strategies that have led to an increase in revenue and business growth.</li> <li>• Excellent understanding of the MICE industry, and the ability to generate revenue through sales and marketing strategies.</li> <li>• Excellent communication and interpersonal skills with the ability to liaise with partners and stakeholders and work collaboratively with team members.</li> <li>• Ability to think creatively and innovatively to differentiate the destination from competitors.</li> <li>• Proven experience in team leadership and the ability to manage and motivate employees toward achieving objectives.</li> <li>• Strong understanding of Brand Development/Awareness strategies</li> <li>• Fluent in English and Knowledge of French and Kinyarwanda is an added value.</li> </ul>
<p><b>Business Development Manager- Strategic Partnerships</b></p>	<ol style="list-style-type: none"> <li>1. Develop and implement RCB's business development strategy and budget</li> <li>2. Identify and pursue potential strategic partnerships that can contribute to achieving our MICE revenues targets and/or support the development of the MICE industry (in collaboration with the IDD)</li> <li>3. Attract, negotiate and grow the number of multi-year events</li> </ol>	<ul style="list-style-type: none"> <li>• Master's degree in business administration, marketing, sales, or a related field with 5 years of experience in business development or strategic partnerships in the international context or Bachelor's degree in business administration, marketing, or a related field with 7 years of experience in a similar role.</li> </ul>

	<ol style="list-style-type: none"> <li>4. Monitor and evaluate the impact of MICE partnerships and events hosted in Rwanda, on the industry</li> <li>5. Develop strategies and implementation plan to diversify MICE revenues</li> <li>6. Collaborate with local stakeholders in identifying regional and international organizations that can be hosted in Rwanda</li> <li>7. Linking RCB with regional and International MICE players.</li> <li>8. Direct report to the Director of Destination Marketing</li> </ol>	<ul style="list-style-type: none"> <li>• Proven track record of developing successful business relationships with international organizations.</li> <li>• Excellent negotiation skills and ability to develop and implement strategies to attract and retain clients.</li> <li>• Strong analytical skills and ability to identify investment opportunities in the MICE industry.</li> <li>• Excellent communication and interpersonal skills to establish and maintain effective relationships with clients, stakeholders, and partners.</li> <li>• Knowledge of the MICE industry trends, regulations, and standards.</li> <li>• Ability to work in a fast-paced environment and handle multiple projects simultaneously.</li> <li>• Ability to work independently, as well as in a team, and demonstrate leadership skills.</li> <li>• Fluent in English and Knowledge of French and Kinyarwanda is an added value.</li> </ul>
<p><b>Sales Manager</b></p>	<ol style="list-style-type: none"> <li>1. Develop and implement sales strategies and budget to generate MICE business.</li> <li>2. Conduct sales activities to generate MICE Revenues</li> <li>3. Lead in sourcing business mainly through tradeshows, Roadshows, and established MICE online platforms.</li> <li>4. Review expression of interest, bid preparation and bid preparations</li> <li>5. Coordinate site inspection</li> </ol>	<ul style="list-style-type: none"> <li>• Master's degree in business administration, marketing, sales, or a related field with 5 years of experience in sales in the international context or Bachelor's degree in business administration, marketing, sales or a related field with 7 years of experience in a similar role.</li> <li>• Strong knowledge of sales techniques and the ability to develop and implement effective sales strategies.</li> </ul>

	<ol style="list-style-type: none"> <li>6. Negotiate terms and prepare MoUs in partnership with a legal advisor.</li> <li>7. Coordinate fam trips for MICE buyers</li> <li>8. Conduct assessment on businesses that require Government Investment/Partnership and advise the Management on the best option.</li> <li>9. Support qualified local hosts to attend strategic international conferences</li> <li>10. Link RCB with regional and International MICE players</li> <li>11. Identify new MICE platforms and follow up existing ones to generate new business</li> <li>12. Direct report to the Director of Destination Marketing</li> </ol>	<ul style="list-style-type: none"> <li>• Excellent communication and negotiation skills, with the ability to establish and maintain strong relationships with clients and stakeholders.</li> <li>• Excellent organizational and project management skills with the ability to prioritize and manage multiple tasks and projects simultaneously.</li> <li>• Ability to work collaboratively with cross-functional teams and stakeholders to achieve shared goals.</li> <li>• Strong analytical skills with the ability to analyze market trends and make data-driven decisions.</li> <li>• Fluent in English</li> <li>• Knowledge of French and Kinyarwanda is an added value.</li> </ul>
<p><b>MICE Sales Officer</b></p>	<ol style="list-style-type: none"> <li>1. Identify leads through desk research and online platforms.</li> <li>2. Prepare expression of interests, bid documents and bid presentations</li> <li>3. Support the private sector/local associations in bid preparation and presentation.</li> <li>4. Plan and organize Roadshows to strategic destinations</li> <li>5. Plan and organize fam trips</li> <li>6. Conduct research on emerging trends, business climate, new platforms and other destinations</li> <li>7. Direct report to the Director of Destination Marketing</li> </ol>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Sales, Marketing, Law or relevant field.</li> <li>• A minimum of 3 years working experience.</li> <li>• Strong negotiation skills.</li> <li>• Excellent writing and presentation skills.</li> <li>• Communication and Interpersonal skills</li> <li>• Fluent in English</li> </ul>

		<ul style="list-style-type: none"> <li>• Knowledge of French and Kinyarwanda is an added value.</li> </ul>
<b>Research Manager</b>	<ol style="list-style-type: none"> <li>1. Develop and implement research strategies and budget that align with the RCB's objectives</li> <li>2. Ensure that research tasks and deadlines are on track in collaboration with leadership and departments</li> <li>3. Analyse and interpret research data to support RCB's objectives</li> <li>4. Coordinate trials of new business initiatives, pilot programs, and regional rollouts based on data and results</li> <li>5. Ensure compliance with international standards and regulations during research</li> <li>6. Prepare reports on key research projects and other tasks assigned by the CEO's office</li> <li>7. Direct report to the Director of Destination Marketing</li> </ol>	<ul style="list-style-type: none"> <li>• Master's degree in business administration, economics, finance, or a related field with 5 years of experience in strategic planning and analysis, preferably in the tourism or hospitality industry or Bachelors' degree in business administration, economics, finance, or a related field with 7 years' experience in a similar role.</li> <li>• Strong analytical and problem-solving skills, with the ability to analyze complex data and make strategic recommendations based on findings.</li> <li>• Excellent communication and interpersonal skills, with the ability to effectively collaborate with different stakeholders.</li> <li>• Experience in developing and implementing business plans and growth strategies.</li> <li>• Fluent in English</li> <li>• Knowledge of French and Kinyarwanda is an added value.</li> </ul>
<b>Events Coordination Department</b>		
<b>Director of Events Coordination</b>	<ol style="list-style-type: none"> <li>1. Oversee the data-driven Events coordination's strategy, implementation and budget</li> <li>2. Plan and oversee destination audits exercises</li> <li>3. Oversee the development of industry regulations and standards</li> </ol>	<ul style="list-style-type: none"> <li>• Master's degree in tourism/hospitality management, events management, business administration, or a related field.</li> <li>• A solid understanding of the MICE (Meetings, Incentives, Conferences, and Exhibitions)</li> </ul>

	<ol style="list-style-type: none"> <li>4. Oversee the strategy and implementation of capacity building and training plan</li> <li>5. Advise RCB's leadership on opportunities for engagements/partnerships to support industry development and capacity building strategy</li> <li>6. Engage/inform local and international MICE industry actors of industry development opportunities</li> <li>7. Use data to analyse the strategies success &amp; impact according to objectives and targets</li> <li>8. Review and approve all departments reports</li> <li>9. Provides constructive and timely performance evaluations.</li> <li>10. Direct report to the Deputy CEO</li> </ol>	<p>industry, including the trends, market segmentation, and regulatory environment.</p> <ul style="list-style-type: none"> <li>• At least 7 years of experience in events management and industry development with a minimum of 5 years in a leadership position.</li> <li>• The ability to think strategically, develop long-term plans, and implement them effectively.</li> <li>• The ability to lead a team of professionals, delegate responsibilities, and provide guidance and direction.</li> <li>• Excellent written and verbal communication skills, including the ability to present complex information to a variety of audiences.</li> <li>• The ability to build and maintain relationships with key stakeholders, including government agencies, industry associations, and private sector partners.</li> <li>• A creative mindset with the ability to identify opportunities for innovation and develop new solutions to industry challenges.</li> <li>• Fluent in English</li> <li>• Knowledge of French and Kinyarwanda is an added value.</li> </ul>
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## Application Links;

[QSSR-ADC-ADVISOR TO THE DEPUTY CEO - Q-Sourcing Servtec - Career Page](#)

[QSSR-DDM-DIRECTOR OF DESTINATION MARKETING - Q-Sourcing Servtec - Career Page](#)

[QSSR-BDM-BUSINESS DEVELOPMENT MANAGER-STRATEGIC PARTNERSHIPS - Q-Sourcing Servtec - Career Page](#)

[QSSR-SM-SALES MANAGER - Q-Sourcing Servtec - Career Page](#)

[QSSR-MSO-MICE SALES OFFICER - Q-Sourcing Servtec - Career Page](#)

[QSSR-RM-RESEARCH MANAGER - Q-Sourcing Servtec - Career Page](#)

[QSSR-DEC-DIRECTOR OF EVENTS COORDINATION - Q-Sourcing Servtec - Career Page](#)