

JOB OPPORTUNITY

Join Our Team: Training and Study Visit Officer (2 Positions)

Are you passionate about promoting development knowledge and showcasing innovative initiatives to a global audience? Join Rwanda Cooperation Initiative (RCI), a dynamic organization committed to driving international cooperation and knowledge sharing through Rwanda's Home-Grown Solutions.

About RCI

Established in 2018, RCI is Rwanda's global gateway for development knowledge exchange. We promote Rwanda's innovative development initiatives through study visits, training, research, advisory services, and project implementation. Our mission is to foster shared learning and global partnerships that accelerate development.

About the Role

As a Training and Study Visit Officer, you will:

- Coordinate and manage study visits and training programs
- Foster global partnerships by promoting Rwanda's innovative initiatives
- Contribute to research, advisory services, and project implementation

This role offers a unique opportunity to contribute to Rwanda's global development narrative while expanding your career in international cooperation and knowledge-sharing.

Qualifications and Requirements

- Proven experience in program coordination, training, or international cooperation
- Strong organizational and communication skills
- A passion for development knowledge-sharing.

How to Apply:

Address your application to the Chief Executive Officer of RCI and email it with the subject line Training and Study Visit Officer to recruitment@cooperation.rw by 5:00 PM, on Wednesday, March 5, 2025.

Submit the following documents in a single zipped file:

- CV
- Cover letter
- Copy of degree(s) and certificate(s)
- Copy of ID card or valid Rwandan passport

Why Join Us?

Be part of an organization that is shaping Rwanda's development story and making a global impact through cooperation and shared learning.

Note: Only shortlisted candidates will be contacted.

Best regards,

Digitally signed

Ms. Patricie Uwase
Chief Executive Officer

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;

	<ul style="list-style-type: none"> - 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 Education Qualifications	<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: <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; - 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.