

## REPUBLIC OF RWANDA



### MINISTRY OF SPORTS AND CULTURE

The Ministry of Sports and Culture seeks to recruit energetic, dynamic individuals with Team building skills and strong motivation to fill the following post;

<b>Job Position</b>	<b>Attributions</b>	<b>Specific requirement for the post</b>
Public Relations & Communication Officer (1) (Re – Advertized )	<ul style="list-style-type: none"><li>❖ Develop the institution’s annual media plan and ensure its implementation;</li><li>❖ Regularly gather ministry’s information, manage and disseminate it to the relevant institutions;</li><li>❖ Monitor media information related to the ministry make sure responses are timely provided where necessary;</li><li>❖ Provide media and communication advice to Ministry;</li><li>❖ Develop media handling plans for all upcoming events, organise press conferences and draft press releases;</li><li>❖ Write content for the institutional website and ensure it is always updated</li></ul>	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and or Literature.  <b><u>Key Technical Skills &amp; Knowledge required</u></b> <ul style="list-style-type: none"><li>• Excellent communication skills both orally and in writing;</li><li>• Excellent interpersonal skills;</li><li>• Report writing and presentation skills;</li><li>• Computer skills;</li><li>• Creativity and initiative; Good organizational and time-management skills;</li><li>• Team working skills;</li><li>• Effective public relations and public speaking skills;</li><li>• Interviewing skills;</li><li>• Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li></ul>

#### **How to apply:**

Application forms can be collected from the Human Resource’s office of the Ministry of Sports and Culture or downloaded from Public Service Commission’s website ([www.psc.gov.rw](http://www.psc.gov.rw))

A completed Job application form, curriculum vitae, a copy of national identity card, degree certificate, & Equivalence (for those who possess foreigner’s degree) should be submitted in hard copy to the Human Resource’s office at MINISPOC not later than 21/03/2017

#### **Approved by:**

**Lt. Col Patrice RUGAMBWA**  
Permanent Secretary