

# REPUBLIC OF RWANDA



## MINISTRY OF SPORTS AND CULTURE

### Job Advertisement

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

#### 1. Job Title: Public Relations & Communication Officer

##### Main duties and responsibilities

- Develop the institution's annual media plan and ensure its implementation;
- Regularly gather ministry's information, manage and disseminate it to the relevant institutions.
- Monitor media information related to the ministry make sure responses are timely provided where necessary
- Provide media and communication advice to Ministry.
- Develop media handling plans for all upcoming events, organise press conferences and draft press releases.
- Write content for the institutional website and ensure it is always updated

##### Key Technical Skills & Knowledge required:

- Excellent communication skills both orally and in writing
- Excellent interpersonal skills
- Report writing and presentation skills
- Computer skills
- Creativity and initiative
- Good organizational and time-management skills
- Team working skills
- Effective public relations and public speaking skills
- Interviewing skills
- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage

##### Qualifications required

A0 in Communication, International Relations, Journalism, Marketing, Linguistics and or Literature.

**How to apply:**

Application forms can be collected from the Human Resources 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, and degree certificate should be submitted in hard copy to the Human Resources office at MINISPOC not later than 31/01/2017

Approved by

**Lt.Col.Patrice RUGAMBWA**  
**Permanent Secretary**

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