



Embassy of the Republic of Rwanda to Germany

Job Offer

The Embassy of the Republic of Rwanda has to offer the following job position from **15.07.2024**.

Job Title: Communication Officer

Type: Full Time Job

Location:

Berlin, Embassy of the Republic of Rwanda in Germany.

The Embassy of the Republic of Rwanda in Germany with jurisdiction over Germany, Romania, Slovakia, Ukraine and the European Union is seeking to recruit a dynamic, professional Communications Officer to support the Mission in all day-to-day communications matters.

JOB DESCRIPTION

1. Ensure all communications & branding goals are aligned with Embassy plan of action
2. Following & preparing daily news briefs on local & international news & flash reports for any breaking news relevant to Rwanda
3. Capture weekly highlights of the Embassy activities
4. Developing & managing an effective media outreach program based on the Embassy's plan of action
5. Draft press releases and ensure the production of other creative materials as needed
6. Speech and editorial writing
7. Manage & update the Embassy's website & all digital platforms
8. Manage & maintain regular media relations
9. Prepare & update country brief
10. Develop & maintain a database of audio-visual content
11. Carrying out and support any other requested communication-related tasks





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Skills and competencies required:

- Proficiency in social media management and content creation for multi-media platforms;
- Conversant with photography and internet aided-research;
- Skills in graphic design (e.g. Adobe Creative Suite) or video production is an added advantage;
- Experience in communications or media related fields, and with a variety of stakeholders both national and international;
- Working knowledge in public service and political awareness is a plus;
- Comprehensive knowledge of Rwandan political environment; foreign policies, laws, regulations and procedures is a plus;
- Ability to work independently and without close supervision;
- Strong written, oral and non-verbal communication skills;
- Solid critical thinking and analytic skills;
- Solid organizational, planning and time management skills;
- Strong interpersonal and conflict management skills;
- Solid work ethics;
- Solid marketing skills;
- Able to maintain high quality work under pressure and tight deadlines;
- Able to build, maintain and leverage on networks;
- Be results-oriented, accountable, flexible, creative, trustworthy

Education and experience:

- Hold a degree in communications, Journalism, International Relations, or other relevant fields with a minimum of 3 years working experience in communications field or Master's degree with 1 year of experience in communications field

Languages

The applicant must be fluent in German and English. Knowledge of French and/or Kinyarwanda is an advantage.

Application process

To apply for this vacancy, kindly send your cover letter and Curriculum Vitae (CV) **exclusively via e-mail to ambaberlin@minaffet.gov.rw**

Deadline for application: 09.06.2024

Announced on: 13 May 2024

Shortlisted candidates shall be contacted by the Embassy for further assessment and interviews

