



## 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 **01.04.2023**.

**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, Hungary, Romania, Slovakia and Ukraine is seeking to recruit a dynamic, professional Communications Officer to support the Mission in all day-to-day communications matters.

### JOB DESCRIPTION

1. Work with the Embassy to ensure all communications and branding goals are aligned
2. Following and preparing daily news briefs on local and international news and expedite flash reports for any relevant breaking news
3. Capture weekly highlights of the Embassy activities
4. Developing and 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 and update the Embassy's website and all digital platforms
8. Manage and maintain regular media relations
9. Prepare and update country briefs





## Embassy of the Republic of Rwanda to Germany

10. Develop and maintain a database of audio-visual content to use on different events and issues
11. Assisting in the preparation of meetings and events
12. Carrying out any other requested communication-related tasks

### **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 detail and results-oriented, accountable, flexible, creative, trustworthy





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### Education and experience:

- Hold a degree in communications, Journalism, International Relations, or other relevant fields with a minimum of 3 years working experience or advanced degree with 1 year of experience in communications or related 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](mailto:ambaberlin@minaffet.gov.rw)**

**Deadline for application: 31.01.2023**

**Announced on: 20 December 2022**

Only shortlisted candidates shall be contacted by the Embassy for further assessment and interview.

