



EUROPEAN UNION

DELEGATION OF THE EUROPEAN UNION TO THE REPUBLIC OF RWANDA

## VACANCY ANNOUNCEMENT: PRESS AND INFORMATION OFFICER

The Delegation of the European Union to Rwanda seeks to employ a **Press and Information Officer (Local Agent - Group I)**. The post is based at the Delegation offices in Kigali. The incumbent will report to the Head of Political Section.

### JOB CONTENT

- Provide the Delegation with reviews of media, on a daily and weekly basis.
- Provide specific press reviews on ad hoc basis for particular subjects.
- Provide ad hoc political analysis to the Head of Political Section.
- Provide the public with information related to the EU and related to activities of the Delegation of the EU in Rwanda, in close co-ordination with the Head of Political Section and with relevant Heads of Sections.
- Responsible for the management of the Cultural Programme of the Delegation.
- Responsible for the workplan and for the budget related to culture and information, as well as for related expenditures.
- Prepare reports as requested, related to press, culture and information activities.
- Manage the website and social media of the Delegation.
- Organise events related to press, culture and information.
- Prepare press releases of the Delegation in co-ordination with the respective sections.
- Maintain relations with the media, and a database related to the media / culture sector.
- Maintain relations with the Cultural Centers, particularly of Member States.
- Develop, in close co-ordination with the Head of Political Section and other Heads of Sections, the visibility programme of the Delegation.
- Contribute to any tasks related to media, culture and information, upon request.
- Contribute to any important visit from HQs for aspects related with media.
- Organise the distribution of information material.
- Assist the Head of Political Section with any other duties that may be required.

### JOB REQUIREMENTS

- Must be able to display an excellent political understanding of Rwanda, the region and wider current affairs.
- Must have excellent networks within Rwanda's media sector.
- University degree in social sciences or Political sciences with a focus on media/communications or degree in Journalism.
- Experience in the field of journalism will be considered an asset.
- At least five continuous years of relevant experience.
- Excellent English, French and Kinyarwanda: reading, writing, and speaking. Knowledge of other official languages of the European Union Member States will be considered an asset.
- Proven extensive user experience with MS Office package or similar as well as with internet based services.
- Knowledge of the European Union and its institutions is required.

- Excellent team player and should be able to develop contacts in various sectors of society.
- Excellent organisational skills and analytical qualities.

## **DURATION**

Indefinite contract with a probationary period

## **REMUNERATION**

According to the salary scales of the European Union and relevant experience.

Interested applicants should send their applications to the attention of the Head of Administration preferably by email to:

[DELEGATION-RWANDA-HOA@eeas.europa.eu](mailto:DELEGATION-RWANDA-HOA@eeas.europa.eu)

Or by hand/post to:

**Delegation of the European Union to Rwanda  
Att. Head of Administration  
1807 Blvd d'Umuganda  
PO Box 515, Kigali  
Rwanda**

Applications should contain the following: (1) A letter of motivation; (2) Curriculum Vitae; (3) Supporting documents providing proof regarding educational background and professional experience; (4) Three references.

The email (or the closed envelope) containing all supporting documents should clearly mention "Vacancy Press and Information Officer". **Candidates who have not submitted the required supporting documents will not be considered.**

The closing date for receiving applications will be **12:00 hours, 17 March 2015. (Only short listed candidates will be contacted).**