

**REPUBLIC OF RWANDA**



**MINISTRY OF ENVIRONMENT  
P.O BOX: 3502 KIGALI**

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**VACANCY ANNOUNCEMENT**

**Position: Communication and Outreach Specialist**

**Duration of Assignment:** 1-year full time position, renewable subject to performance evaluation

**Duty station:** Kigali, Rwanda

The Ministry of Environment through its Single Project Implementation Unit is recruiting a communication and outreach specialist to support in day-to-day media and related assignments

**1. Duties and responsibilities:**

- Support the Ministry of Environment (MoE) in designing tools to implement an effective communication strategy, reaching out to all relevant stakeholders;
- Produce effective communications materials to implement Environment, Climate change and natural resources management policies;
- Promote, maintain and update the Ministry of Environment's website and social media tools;
- Organize awareness-raising events, media trips, Projects campaigns;
- Assist in development of media publication, fact sheets, booklets, leaflets for projects, policies and program;
- Assist in organization of meetings/workshops and events at central and local levels;
- Maintain press clips/files, films, photos, promotion materials, leaflets, brochures, etc;
- Implement the activities identified in the communication strategy. She/he will be responsible for implementation of this strategy either directly or using other resources that will have been identified in the strategy, its implementation plan and the Project's Action Plan;
- Collaborate with media network local and international to expand coverage of stories on environment and climate change in Rwanda;
- Establish, document, review and refine process of working collaboratively with partners in media to strengthen capacities of ENR sector staff;
- Support the Ministry to write stories, opinion pieces, press releases and news on important achievements in the ENR sector;

- Assist the MoE in advocacy activities including support to international meetings, Public Events launching ceremonies, celebration of environment and climate change themes, field visits and workshops;
- Assist in preparation of written materials including speeches, talking points, articles, press releases, responses to coverage about the Ministry in the media;
- Assist in preparation, organization, and reporting of important sector events including the JSR, SWG, as well as high profile meetings with Government and Development Partners;
- Create and systematically maintain networks of high level communications contacts with media, government and non-governmental agencies, international institutions and groups and organizations in civil society, among others;
- Build awareness of project activities per different target audiences using different media programs;
- Ensure that the image of MoE is maintained in a positive light through working internally or externally;
- Organize periodic communication/information dissemination campaigns in order to enhance comprehension and awareness of MOE policies, strategies and projects activities;
- Ensure that audio and visual documentary film or other media tools, like local and regional newspapers, TV and radio spots, brochures, banners and posters are produced and website and Facebook/Twitter carry updated and correct information;
- Produce newsletters, short videos and articles; inform the public about the status of MoE projects activities and ensure that notable achievements have high press coverage and that information is disseminated to the wider public;
- Supervise the production of the project documentaries (Audio-visual; photographic);
- Build and maintain relationships with journalists, bloggers, investors and customer audiences that will help advance our work;
- Produce timely and regular SPIU projects digital and electronic newsletters and manage the development and dissemination of various other communication products/tools;
- Perform any other activities directly related to the project objectives that will be assigned by the PS or the Head SPIU.

## **2. Qualifications and Experience:**

- At least a bachelor degree in Information and Communication Technology, Journalism or Multimedia Communications, Public Relations and Communication, with at least 7 years of professional working experience in the field of media and or communication;
- Proven experience in graphic design, audio-visual production and media;
- Excellent writing skills (scripts, Articles, editorials, reporting) with the ability to generate content for a range of communication channels news presentation and producer presenter/ of press review, interviews, editorials, reporting);
- To be familiar with the environment sector is an added advantage.

### **3. Skills and competencies:**

- Excellency in writing and oral Communication skills;
- Fluency in Kinyarwanda, English and French is preferred;
- Good knowledge and use of multimedia digital tools;
- Experience in working at policy level or in local/ international recognized media network;
- Experience with organizing and covering events;
- Excellent ability to learn and adapt to the working environment;
- Computer skills;
- Organizational skills;
- Independent;
- Problem Solving skills;
- Time management skills;
- Team working skills;
- Ability to deliver timely.

### **4. Management arrangements:**

The Communication Specialist shall report to both Head of SPIU, and the Permanent Secretary.

### **5. Applications**

Interested candidates shall submit their detailed CV, Application letter, a certified copy of the original degree or a certified copy of equivalence for the academic degree and a copy of National ID through the e-mail: [info@environment.gov.rw](mailto:info@environment.gov.rw) not later than Wednesday 28<sup>th</sup> April 2021 at 4:00 pm, Kigali time.

Late application shall not be considered and only online applications through the e-mail mentioned above shall be considered.

For further information, please visit MoE website at [www.environment.gov.rw](http://www.environment.gov.rw) or contact the Human Resources Management Specialist (Phone number 0788407910 or email: [fmukamwezi@environment.gov.rw](mailto:fmukamwezi@environment.gov.rw) ).

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**Patrick KARERA**  
**Permanent Secretary**  
**Ministry of Environment**