

VACANCY ANNOUNCEMENT

The Media High Council is an independent public institution; it is looking for experienced, self-motivated and hardworking employee to fill the following vacant position:

1. Administrative assistant (1)

Requirements: A0 in Secretarial Studies, Office management, Public Administration, Administrative sciences, Management, Social work and Sociology.

Key technical skills and knowledge required:


- knowledge in Office management;
- knowledge of customer care satisfaction;
- Excellent communication skills both orally and in writing;
- Computer knowledge (Word processing, Power point and internet);
- Team management skills;
- Analytical and problem solving;
- Fluent in Kinyarwanda, English and/or French;

Job description

- Assist the Executive Secretary in his / her administrative duties;
- Analyse and summarize the content of documents to submit to the Executive Secretary for approval;
- Welcome and guide visitors of the Executive Secretary;
- Draft meeting outcomes and email them to the concerned partners;
- Type all texts and documents submitted to him / her by the Executive Secretary;
- Receive, sort out and transmit / dispatch both incoming and outgoing correspondences to/from the office of the Executive Secretary;
- Ensure proper filing of all documents in the Executive Secretary's office;
- Perform any other task assigned by the Executive Secretary.

Interested candidates are invited to fill the application form available on website of MHC (www.mhc.gov.rw) and at its headquarters. Submit their application cover letters together with a filled form accompanied by a photocopy of Identity Card, Curriculum Vitae, copies of academic degrees and three persons of reference. Applications should be addressed to The Executive Secretary, Media High Council (MHC), P.O Box 6929, Kigali – Rwanda. All applications should reach the office of the Media High Council located at REMERA within GREEN HOUSE not later than 16h00 of 17th November, 2016. Only shortlisted candidates will be contacted for the written test.

Done at Kigali, on 07/11/2016.



Peacemaker MBUNGIRAMIHIGO
Executive Secretary

