

### VACANCY ANNOUNCEMENT

The Media High Council is an independent public institution; it is looking for experienced, self motivated and hard working employee to fill the vacant position of **Media Business Skills Development Officer**. Number of job position (1), level (5II).

**Requirements:** A0 in Journalism, Communication, Media studies, Business Administration

**Key technical skills and knowledge required:**

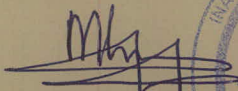
- knowledge of Business strategies
- Excellent communication skills both orally and in writing;
- Excellent interpersonal skills;
- Report writing and presentation skills;
- Computer skills
- Creativity and initiative;
- Good organizational and time-management skills
- Team working skills;
- Effective public relations and public speaking skills;
- Interviewing skills;
- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage

**Job Description**

- Coordinate the effective implementation of MHC's initiatives of Media Management & Business Skills Capacity Building;
- Assess Media management skills needs and develop as well as facilitate trainings relevant to Media managers;
- Assist Media Managers in project conception and diagnose threats and opportunities for their success;
- Liaise with local media associations to initiate projects for their sustainability;
- Participate in different seminars and conferences related to Management & Business;
- Establishing a linking network between media business and other businesses;
- Produce Annual Reports on Media Management and Business Capacity Building status in Rwanda;
- Perform any other task assigned by MHC authorities.

Interested candidates are invited to fill the application form available on website of MHC ([www.mhc.gov.rw](http://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 will be sent through the IPPIS system available to the website of MIFOTRA not later than 2<sup>nd</sup> August 2017 at 12:00. Only shortlisted candidates will be contacted for the written test.

Done at Kigali, on 20/07/2017

  
**Peacemaker MBUNGIRAMHIGO**  
Executive Secretary

