

VACANCY ANNOUNCEMENT

The Media High Council is an independent public institution; it is looking for experienced, self-motivated and hardworking employee to fill the vacant position of **Public Relations and Communication Officer**. Number of job position (1), level (4II).

Requirements: A0 in Communication, Journalism, International Relations, Marketing, Linguistics and Literature with 3 years of working experience or Master's in Communication, Journalism, International Relations, Marketing, Linguistics and Literature.

Key Technical Skills and Knowledge required

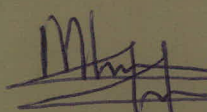
- Excellent communication skills both orally and in writing;
- Excellent interpersonal skills;
- Report writing and presentation skills;
- Computer skills
- Creativity and initiative;
- Good organizational and time-management skills
- Team working skills;
- Effective public relations and public speaking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

Job Description

- Maintain good relations with various public and private media as well as relevant stakeholders through appropriate use of messages and media (TV, Radio, Print & Online media) for the benefit of MHC;
- Design communication programmes intended to inform the general public (both national and international) on the achievements and activities of MHC through radio, TV, print and online media;
- Coordinate and supervise hired services from MHC radio and TV stations;
- Ensure that events organized by MHC are timely and appropriately covered by media outlets;
- Organize press meetings, national and international conferences to which the MHC is associated;
- Participate in audiences and press conferences held by MHC top officials;
- Supervise translation and interpreting activities;
- Draft speeches, press messages and communications for MHC officials;
- Inform the public on services delivered by MHC;
- Ensure that the MHC website and its social media pages are fed with current information;
- Perform any other task assigned by the MHC authorities.

Interested candidates are invited to fill their applications in the IPPIS system available to the website of MIFOTRA or on website of MHC (www.mhc.gov.rw). Submit their applications 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 of Media High Council (MHC). All applications will be sent not later than 12th February 2019 at 17:00. Only shortlisted candidates will be contacted for the written test.

Done at Kigali, on 06/02/2019.


Peacemaker MBUNGIRAMIHIGO
Executive Secretary

