



Republic of Rwanda

Embassy of the Republic of Rwanda
to the Republic of Poland

VACANCY : COMMUNICATION OFFICER

Main duties and responsibilities :

- Assist the Embassy in communication with different stakeholders
- Creating content and stories for the Embassy website
- Maintaining the Embassy's social media platforms and ensure a consistent presence, updated content, and regular interactions with the Embassy's social media community.
- Creating, maintaining and sharing the Embassy's newsletter through emails, website, and social media
- Promote Embassy in public Polish opinion, especially through the media, youth and Universities.
- Regularly creating customer-facing flyer's and other marketing materials to promote the Embassy organizational corporate image
- Media monitoring and production of regular media review reports
- Write, edit and organize the publication of documents, news releases, articles etc
- Link with public institutions in Headquarters
- Advise Embassy management on communications and keep them informed
- Translate Embassy documents.

Education and experience

- BA in Communications, Public Relations, media, Social Sciences, Political sciences or any other relevant field
- Practical experience in communication
- Being familiar with Diplomacy or international affairs in general will be an advantage
- Experience of work with media is an asset.

Key competencies and skills

- Excellent written and verbal communication skills in English and Polish;
- Working well under pressure and meeting tight deadlines;
- Computer literate with capability in email, MS Office and related business and communication tools;
- Content writing experience for all media platforms;
- Social media and proven social media and networking expertise;



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- Strategic and creative mindset;
- Meticulous attention to detail;
- Reporting skills;
- High level of integrity.

HOW TO APPLY

To apply, please send an email to ambawarsaw@minaffet.gov.rw with :

- ✓ A motivation letter; (that includes the salary requirement and available start date)
- ✓ CV
- ✓ Contact details of 3 references who can testify to your good attitude and performance
- ✓ Any document that can help the Embassy appreciate the candidate's suitability for the post.
- ✓ Applications deadline is 19/06/2022.

Shortlisted candidates shall be notified through their email.