

Recruitment of a Communications Intern

Access to Finance Rwanda is seeking to offer an opportunity for Internship in the Communications department. The Intern bears the responsibility of providing technical and logistical support in facilitating communication activities commissioned by AFR. He/She will provide support to the the Communications and Program teams to ensure communication skills are embedded in within AFR.

Access to Finance Rwanda (**AFR**) was established in 2010 as a not-for-profit company limited by guarantee (**CLG**) in Rwanda with the objective of increasing access to financial services for the rural and urban poor and for micro, small and medium sized enterprises in Rwanda. Existing funders of AFR include DFID, The MasterCard Foundation, Sweden and USAID.

Duties and Responsibilities

Under the direct supervision of Communications Manager, the Intern will perform the following duties:

- Contribute towards the development of ongoing projects, plans and processes by liaising with internal counterparts to ensure effective collaboration to gather information, write human interest stories, articles, blogs etc to be published on AFR's external communications platform.
- Collaborate with Communications Manager and Heads of Departments to create and deliver compelling contents on social media, namely Twitter and LinkedIn. The intern will ensure the development of relevant and coherent principles of communications that underpin the AFR's brand positioning on social media.
- Under guidance, prepare communication content for use on traditional and social media platforms and networks, ensuring consistency with corporate messages
- Support the identification, development and management of potential partnerships to collaborative working leading to improved communications and development programmes.
- Support preparations for external field missions and join (as applicable) to gather communication
- Perform any other duties as required for visibility purposes
- Attend and draft meeting minutes for pertinent meetings such as with the AFR partner, event preparation meeting etc, FSD Communication Working Group.
- Perform any other duties as required

Qualifications and experience

- Currently enrolled in a master's degree OR a recent graduate of a master's degree.
- Bachelor's degree in Journalism, Communications, Social Sciences, Economics, Development or a related subject.

- Excellent English verbal and writing skills
- Proficiency in standard software such as Word, Excel, PowerPoint, Outlook, as well high-level knowledge of best practices in social media.
- Any experience in journalism and writing, with proven capability and experience in management of communication for development and social media networking will be of added advantage.
- Strong interest in communications, photography, and developing targeted social media content
- Culturally sensitive and enjoys working in a new context with people of different cultures
- Willingness to travel regularly to field locations throughout the country
- Proficient in speaking and writing in both Kinyarwanda and English

Essential personal attributes

1. Ability to manage multiple tasks, prioritising as is necessary for timely and effective delivery of assignments.
2. Attentive to detail
3. Curious with high learning agility
4. Good writing and presentation skills

How to apply

- All qualified applicants should submit their applications through Job in Rwanda application portal only using the following link; by the **7th February 2020 at 5.00pm Central African Time (CAT).**
- The application should contain a CV with **e-mail address, daytime telephone contact, qualifications, achievements, experience, present position and names & addresses of three referees** together with a **cover letter** (maximum 2 pages) summarizing why you consider yourself particularly well suited for the position. **Do not attach any other documents at this point.**
- All applications will be selected on merit and only shortlisted candidates will be invited for interviews. For any questions regarding the application process please contact Job in Rwanda at: hr@jobinrwanda.com during working hours only from 8:00 AM to 4:00PM.