

POSITIONS ANNOUNCEMENT
Rwanda Country Programme, Kigali Rwanda

BACKGROUND:

Save the Children is the world's leading independent organisation for children. We work in 120 countries. We work together, with partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. Save the Children works in seven regions in Rwanda with a current staff complement of approximately 60 staff. SCI Rwanda Country Office seeks to hire qualified, committed and experienced national to fill the following position;

Job Title: Communications Intern

Location: Kigali

Contract Length: 4 months

PURPOSE OF POSITIONS:

Reporting to the Senior Programme Planning and Development Specialist, the Intern will support the CO in developing high quality communications materials and resources on programmes for internal and external use. The intern will also support the process of the Rwanda country strategic plan.

KEY AREAS OF ACCOUNTABILITY:

- Support the CO to develop a Communications Plan aligned to the:
 - a) Principles in the Convention on the Rights of the Child
 - b) Global internal communications plan
 - c) Country Strategic Plan
- Support the CO to develop accurate, high quality, **user-friendly, child-centred** communications and media materials.
- Developing case studies and 'success stories' of Save the Children's programmes in Rwanda, following SCI guidelines
- Gather 'children quotes' and 'community voices' vignettes to showcase the impact of programmes in Rwanda
- Support updating the SC Rwanda external website and OneNet platform
- Support collecting interviews, content and editing of the SC Rwanda newsletter (biannual)
- Explore social media/ network opportunities for SC Rwanda and ways to input to SC EARO communication media ie. Feed into the Regional Newsletter 'Mashariki'
- Media monitoring – what are other NGOs doing in comms/media in Rwanda vis-à-vis Save the Children?
- Support the development of the Country Strategic Plan
- Ad hoc support to Programme teams

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values

- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

JOB REQUIREMENTS:

- Bachelor degree in communication or related field
- Interest in photography/media work that can support collecting high-quality photographs and case studies from communities
- Experience of leading communication activities (including information management)
- Very good English skills
- Ability to liaise with a diverse range of people and stakeholders, from community to national-level;
- High level of attention to detail and quality;

Further information & how to apply

Interested candidates should send an application letter plus an updated Curriculum Vita in English, including 3 names of professional referees to: HR-Rwanda@savethechildren.org before 28th February 2015.

This position is open to Rwandese national only.

Please mention “**Communications Intern**” as subject of your mail.

***Note that only shortlisted candidates will be contacted.**