

Job title: Communications Consultant
Location: Kigali
Employer: VVOB. To be seconded to the Belgian Common TVET Support Programme (PAFP - Programme d'Appui à la Formation Professionnelle)
Duration: 6 months
Deadline to apply: 20 May 2015

1. Project description

Under the Belgian Common TVET Support Programme (PAFP), VVOB has partnered with BTC and APEFE to strengthen TVET policy and implementation, at the national level through the Workforce Development Authority (WDA) and in the Southern Province through the Integrated Polytechnic Regional Centre (IPRC South).

The 2010-2015 Programme aims to facilitate, and this particularly in the Southern Province, access to a high quality system of technical and vocational training and education, adapted to the needs of the labour market.

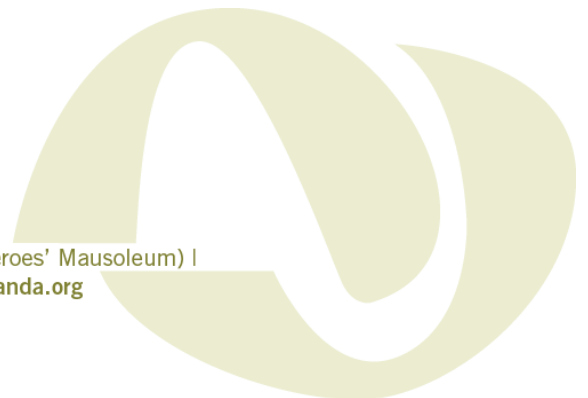
To achieve this and ensure a performing TVET system, the Programme has over the past six years put an emphasis on four main elements:

- Developing curricula according to competence-based training;
- Training TVET trainers;
- Providing didactic facilities (infrastructure, equipment, materials and books) to pilot TVET institutions; and
- Assessing competences at the end of trainings.

2. Essential Duties

The Communications Consultant, reporting directly to PAFP Management, is responsible for the coordination and implementation of internal and external communications for the PAFP initiative.

The role requires an experienced and enthusiastic communications professional who is creative, a relationship builder, a planner and an implementer of all varieties of communication activities. He or she must be able to complete a wide range of activities requiring clear communication, excellent organisational skills and attention to detail.



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3. Key responsibilities:

Working in close collaboration and consultation with management, technical assistants and partners (incl. IPRC South, WDA and BTC), as Communications Consultant you will be expected to:

- Serve as **Communication** focal point. Tasks include:
 - o Reviewing and revising the existing communication plan for the project, and coordinating its implementation;
 - o Ensuring project's development results are widely communicated and disseminated;
 - o Managing and implementing media activities as required to increase the public awareness on the thematic interventions of the project;
 - o Producing press release, web content and publications for different audiences about success stories of the project;
 - o Assisting in production, compilation and efficient dissemination of end of project documents and products;
 - o Overseeing the production of audio-visual materials as part of end-of-project activities.
- Assume **Knowledge Management** responsibilities by, among others:
 - o Gathering and organizing information and resources covering the six years of PAFP activities;
 - o Compiling data and synthesizing knowledge from every facet of the programme to feed the capitalization exercise;
 - o Developing and implementing guidelines to ensure consistency of PAFP communication materials;
 - o Fine-tuning end-of-project documents.
- Serve as **Event Manager** when needed. Tasks include:
 - o Overseeing the production of conference materials and ensuring their quality;
 - o Offering logistical, organizational and/or hosting support;
 - o Liaising with media houses;
 - o Coordinating with communication-related suppliers.

4. Requirements

- A University degree related to Public Relations, Journalism, Communication or Marketing or equivalent experience;
- Possess 2-3 years professional experience in communication, journalism in a development project or NGO;
- Excellent written and oral communication skills, capacity to convey messages to different audiences;
- Advanced ICT skills: Skilled and confident user of MS Office applications; well versed in use of social media and web content management applications. Ease with Photoshop, Illustrator, InDesign added advantage;
- Fluent in both written and spoken English, French and Kinyarwanda.

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5. Salary & benefits

Working for VVOB, in close collaboration with colleagues from APEFE and BTC, allows you to contribute to improving the quality of education in a dynamic international environment, and gives you the opportunity to further develop yourself and to learn from and collaborate with partners and colleagues in and outside Rwanda.

VVOB offers a competitive salary package.

6. How to apply?

E-Mail your detailed CV, including two references, and a motivation letter to Lydia.bwakira@vvoob.be

*Applications must be received by **Wednesday, 20 May at 6pm (Kigali time)***

VVOB is an Equal Opportunity Employer

All qualified candidates for this job description are encouraged to apply