

TERMS OF REFERENCE FOR THE RECRUITMENT OF INFORMATION, EDUCATION & COMMUNICATION ASSISTANT

Context and background

Rwanda Association of Local Government Authorities (RALGA) is a membership non-governmental organization established in 2002 by the districts of Rwanda to enable them to fulfil the responsibilities entrusted to them under the decentralization policy adopted in 2000. The members are all the Districts and the City of Kigali.

RALGA's vision is to have efficient local government entities where people and stakeholders are involved in the development, and its objective is to assist local government entities in achieving their mission, complying with principles of good governance and decentralization. The responsibilities are to: represent the members, advocate for their interests and strengthen both their capacity as well as the collaboration among themselves and with foreign counterparts.

A general secretariat was established to manage the daily business of the association following the overall guidance of the General Assembly and under the supervision of the Executive Committee, and the structure provides for a post of the Information, Education & Communication Assistant. This post is currently vacant and RALGA is therefore seeking to fill it.

RALGA implements its Communication Strategy whose strategic objective is to take RALGA and its members together in visibility and communications, and then to take Rwandan Local Government as a Family to the world. The holder shall ensure that RALGA reflects its members' performance, and shall link that Family with the stakeholders for dissemination of information and feedback.

The remuneration package for this position is competitive and it offers various opportunities. The candidate for this position needs to be fluent in English and Kinyarwanda. French shall be an added value. The holder needs to be communicative, innovative, dynamic, problem solving oriented and IT skilled in graphic design, among others.

The holder of this position is in the Secretary General's Office and reports accordingly. The aim is to ensure strategic orientation, coordination and interventions.

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Main duties and responsibilities:

Under the guidance and supervision of the Secretary General, the Information, Education and Communication Assistant shall have the following responsibilities:

- Implement RALGA's communication Policy and strategy;
- Manage RALGA's public and media relations ;
- Operationalize effective and efficient communication system at RALGA;
- Ensure effective communication with RALGA members and stakeholders;
- Write and edit the publication of newsletters, press releases, speeches and articles;
- Media monitoring and production of regular media review reports;
- Ensure regular media briefs about RALGA, its membership and key partners;
- Link with public institutions communications teams and establish/ maintain networks for effective advocacy in favour of Local Governments ;
- Design promotional materials to promote RALGA organisational corporate image;
- Assist in disseminating good practices, ethical, accountability and transparency in Local Governments;
- Keep staff, members and public informed about RALGA's events and news;
- Devise innovative strategies for RALGA's visibility, communication and public relations
- Advise RALGA Management accordingly.

Education and experience

- Be at least a Bachelor's degree in Communications, Journalism, Public Relations, media, marketing or a related field.
- Proven communication and innovative skills. Having practical experience in the same field shall be an added advantage
- Knowledge of Rwandan Local Government working environment is required

Key competencies and skills

- Excellent written and verbal communication skills in English and Kinyarwanda. French shall be an added value
- Content writing skills for all media platforms including social media;
- Computer literacy in communication related softwares and tools;
- Strategic and creative mindset;
- Meticulous attention to detail;
- High level of integrity and confidentiality.



How to apply

Interested candidates shall send their applications online to the Secretary General of Rwanda Association of Local Government Authorities (RALGA) on the following email: info@ralga.rw not later than **27th October 2023 at 5:00 p.m.**


The application file shall comprise of:

- A motivation letter;
- A certified copy of the candidate's highest degree;
- A Curriculum Vitae indicating key achievements in previous work experience in relation to the experience, competencies and skills mentioned above;
- Contact details of 3 referees who can testify the good attitudes and performance of candidate;
- Any document that can help RALGA appreciate the candidate's suitability for the post.

Notes:

1. RALGA aims at consolidating the achievements and nurturing the youth. Young people are highly encouraged to apply.
2. Shortlisted candidates shall be notified through RALGA website (www.ralga.rw).

Done at Kigali, on 11th October 2023


Ladislav NGENDAHIMANA
Secretary General

