



Caritas
RWANDA

Nyarugenge, KN 16 AV 30 B.P.124 Kigali, Tel. (250) 574295 Fax : (250)574254

E-mail : info@caritasrwanda.org

Web site: www.caritasrwanda.org

Terms of reference for Family Planning Communication Specialist

- **Background.**

Caritas Rwanda is a non-profit organization officially registered, with the mission to assist people in needs and foster for the whole human being. Caritas Rwanda has more than 60 years of working experience in building poor families' resiliency through development, social welfare and health interventions.

Caritas Rwanda has recently signed a framework agreement with Rwanda Biomedical Center to implement family planning interventions aiming at increasing uptake of family planning in Catholic co-managed health facilities and community catchment areas.

Caritas Rwanda, through above mentioned framework agreement, is looking for a potential qualified, dedicated and experienced candidate to fill up the position of **Family Planning, Communication Specialist** to support the implementation of the project activities in assigned Dioceses.

- **Position Description**

The Communication Specialist will be part of the Members of CARITAS Rwanda project team based in Kigali. The Incumbent will work closely with SBC Specialist and Diocesan based staff, Catholic Co-Managed Health Facilities, Districts and local community organizations and others to design, implement communication techniques and approaches aiming at increasing of uptake of Family Planning. The Communication Specialist will work under direct supervision of Caritas Rwanda Health Director to provide technical assistance to design, implement, coordinate and monitor developed communication strategy.

/s/



Caritas
RWANDA

a. Job vacancy summary:

Position: Family Planning, Communication Specialist

Line Manager: Caritas Rwanda Health Director

Job Location: Kigali with frequent field visits to Project implementation zones.

Duration of Contract: One-year renewable based on performance and availability of Funds

Responsibilities:

1. Participate to different planning processes including (Annual Work Plan and Budget)
2. Be part of coordinating team to provide needed expertise and technical support for the elaboration of operational and budget plans with regards to SBCC interventions.
3. Follow-up closely the implementation progress of the annual work plan with regard to Family planning SBCC interventions.
4. She/he will support the coordination of SBCC activities as relates to the design, development and production of BCC materials for the project.
5. Work closely with SBCC Specialists, to ensure smooth implementation of family planning communication strategies
6. She/he will support the coordination of SBCC activities related to the design, development and production of BCC materials for the project.
7. Participate in joint project field visits activities aiming at taking stock on the project implementation status.
8. She/he will compose, edit, design, record and produce publications such as newsletters, leaflets and brochures.
9. She/he will design, plan and coordinate media and marketing events, including press conferences, informational meetings and online broadcasts.
10. She/he will arrange publicity for the project and organization through different outlets;

[Handwritten signature]



Caritas
RWANDA

11. Ensure effective implementation of designed communication strategy with project implementation especially during community mobilization events/meetings.
12. Document best practices or most significant success stories of the project activities
13. Carry out any other duties that will be assigned by the supervisor.

1. Minimum required qualifications and skills

Candidates for this position must demonstrate capacity to deliver results, and a strong commitment to professional ethics and integrity. In addition, he/she must meet the following requirements:

a. Education and Skills

Master's degree or Bachelor's Degree in Journalism and communications with 5 years working experiences in social and medial communications.

b. Working Experiences

- Be familiar of working with local NGOs, Faith based Organizations (FBOs) Public institutions especially Local Government entities (Districts, Sectors...etc.)
- Having extensive trainings in family planning and integration of family values
- Being skilled in working with Media houses and journalists
- Having experiences in the development of scripts and content of sketch on natural family planning is a plus.
- Will support field programme teams in planning and implementing and evidence-informed response to address behavior change among key target populations.
- Being familiar in related skills: editing, designing, recording and producing publications such as audios, newsletters, leaflets and brochures.
- Familiar with media and marketing events, including press conferences, informational meetings and online broadcasts.

Handwritten signature or mark.



Caritas
RWANDA

- Fluency and writing skills in English or French and Kinyarwanda are required.
- Must possess excellent interpersonal communication and report writing skills
Proficiency with Microsoft office.

Female candidates are encouraged to apply!

3. HOW TO APPLY

Qualified and interested Candidates should submit their application documents (CV/Resume and Motivation letter) addressed to Caritas Rwanda Secretary General exclusively to hr@caritasrwanda.org by **June 2, 2021** and not later than **5:00pm** Kigali time.

PS: - Due to Covid-19 restrictions, hard copies of submissions will not be accepted.

-Only selected Candidates will be contacted for tests.

Done at Kigali, May 19, 2021

Father TWAGIRAYEZU Jean Marie Vianney
Secretary General

