

JOB ANNOUNCEMENT

I. BACKGROUND

Kigali International Arbitration Centre (KIAC) is an independent body established by an Act of Parliament in 2010 under the auspices of the Rwanda Private Sector Federation in partnership with the Government of Rwanda. KIAC's principal mandate is to promote, facilitate, and encourage the use of domestic and international arbitration and other forms of alternative dispute resolution in Rwanda.

KIAC is seeking to identify and recruit a **Communications and Marketing Specialist**, who assist KIAC management in designing and executing a successful communication and marketing strategy locally and globally. He/She will collaborate across departments to create and execute compelling strategies, including event coordination, campaign execution, public relations, web site, and social media, etc.

He/she will have these duties and responsibilities:

JOB DESCRIPTION	QUALIFICATIONS/ REQUIREMENTS	DUTIES & RESPONSIBILITIES
Communications and Marketing Specialist	<ul style="list-style-type: none"> • A Graduate Degree in Communication, Marketing, Media relations, Journalism, Publishing, Public relations or related fields a with minimum of three years professional experience in similar or related field. • Strong experience of creating and executing communications plans and strategies. • Strong writing and editorial skills. • Proven experience in program management and working with development partners. • Well organized with attention to details. • Demonstrated ability to be team oriented and work cooperatively. • A full professional fluency in English & Kinyarwanda is required. Knowledge of French would be an asset 	<ul style="list-style-type: none"> - Coordinate the elaboration and implementation of the internal and external communication and marketing plans based on the KIAC strategic plan. - Coordinate the production and distribution of various communication tools such as flyers, brochures, video and Photo documents, press releases, presentations, speeches and articles etc. - Develop relationships with key players in media, commercial justice and investment climate circles and the mass media; with a view to raising KIAC visibility. - Ensuring the effective dissemination of the KIAC news using local and external media, internet, meetings, etc. - Work closely with IT on Website and KIAC social media content development and management. - Event coordination including business communities shows and account exhibits; - Produce quarterly and Annual Reports, newsletters. - Conduct any other assignments related to marketing, communications, branding and outreach, as may be required.

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KIAC MODEL CLAUSES FOR CONTRACTS

Any dispute arising out of or in connection with this contract, including any question regarding its validity or termination shall be referred to and finally resolved by arbitration under the Rules of Kigali International Arbitration Centre (KIAC).

II. HOW TO APPLY?

Interested candidates are required to submit their application and curriculum vitae detailing relevant experience for the post and at least three (3) referees. They also have to attach their scanned certified copies of their degrees.

The applications should be submitted to **The Secretary General of KIAC** through email on info@kiac.org.rw not later than **March 11th, 2022** at 5pm Kigali Time. Only shortlisted candidates will be contacted.

Done at Kigali, March 03rd 2022



Victor Mugabe
Secretary General



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