



FEDERATION RWANDAISE DE FOOTBALL ASSOCIATION

B.P. 2000 Kigali

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Vacancy Announcement – Job Opportunities

FERWAF would like to request interested people to apply for the below listed positions by fulfilling the respective mentioned requirements:

1. Assistant to the National Technical Director

Report to: The National Technical Director

Role: To ensure proactive good care and treatment of partners and Department Technicians, in a well-organized and timely manner.

Duties and responsibilities

1. Manage the National Technical Director Agenda;

- Keep the diary of appointments of the National Technical Director.
- Receive and orient visitors of the Executive Secretary
- Prepare the National Technical Director travels, missions and meetings.

2. Ensuring proper filing and orientation of documents in the office of the National Technical Director.

- Filing both electronic and hard documents in the office of the National Technical Director.
- Orient correspondences and monitor to ensure that feedback is provided.

3. Receiving official mails and Calls of the National Technical Director.

- Receiving text messages or telephone calls for the Executive Secretary.
- Responding to the National Technical Director of the corrections documents / files before it is signed.
- Typewrite texts from the National Technical Director.

4. Produce report of activities

- Produce monthly, quarterly and annually report of activities

- Perform any other duties related to football that might be assigned to him/her.

SELECTION CRITERIA

The candidate will:

- Have bachelor's degree in any field in Office management or Secretariat Studies with proven experience as personal assistant;
- Be proficient in the use of MS Office suite, especially PowerPoint, Excel and Word;
- Have excellent verbal, written and presentation skills in English, French and Kinyarwanda (any other language being a plus);
 - The candidate should be available to start immediately upon confirmation of his recruitment and contract terms finalization.

2. Digital and Communications Manager

Report to: The Secretary general

Duties and responsibilities

- ✓ Coordinate the development of communication and public relations work plans ;
- ✓ Establish and implement targeted advertising content for social media platforms e.g: Instagram or Twitter
- ✓ Manage a company website as well as all other social media platforms by assisting with content creation (e.g., photography, graphic design, charts, polls, scripts, etc..)
- ✓ Promoting the institution's products and goals to the public.
- ✓ To oversee the development of stakeholder analysis and mapping to enable development of targeted communications strategy and feedback mechanism;
- ✓ To develop the corporate image and identity of FERWAFa and increase awareness of the Federation to the public and stakeholders;
- ✓ To provide information to the public on FERWAFa matters in consultation with the FERWAFa Secretary General;
- ✓ To coordinate the drafting, reviewing and approval of press releases, notices and circulars intended for the public;
- ✓ To Plan and manage press conferences, radio and television talk shows, press releases, and prepare speeches for the FERWAFa President and Secretary General in consultation with the relevant department;

- ✓ To liaise with the media outlets to create *rapport* so as to sustain good public image.
- ✓ To Monitor and track newspapers, social media platforms and other sources of information and identify articles, issues, or queries that concern or relate to the FERWAFWA, analyze such sources of information, prepare periodic reports and submit them to the FERWAFWA Secretary General;
- ✓ To prepare periodic reports outlining the performance of the Office;
- ✓ To update regularly FERWAFWA website and social media platforms;
- ✓ To participate in the development, implementation and maintenance of quality management system to ensure that processes, systems and procedures needed for quality enhancement of the services offered FERWAFWA are established and implemented;
- ✓ To Develop and periodically update a communication framework or manual for both internal and external stakeholders, shows information like what will be communicated; when to communicate; with whom to communicate; how to communicate; and who communicates;
- ✓ To perform any other duty assigned from time to time by the Supervisor

SELECTION CRITERIA

The candidate must:

- ✓ Have a bachelor's degree in mass media, Communication, Journalism;
- ✓ Be Rwandan
- ✓ Have at least 5 years of working experience in media, Communication and Journalism
- ✓ Be creative and innovative
- ✓ Have excellent verbal, written and presentation skills in Kinyarwanda, English and French. Knowledge of Swahili language is an added value;
- ✓ Be dependable, cooperative and a team player;
- ✓ Be able to work independently, pro-actively and have a 'hands-on' approach;
- ✓ Have excellent task-management skills, able to set and meet deadlines and multi-task effectively with discretion and confidentiality;
- ✓ Be proficient in the use of MS Office suite, especially PowerPoint, Excel and Word.

The candidate should be available to start immediately upon confirmation of his recruitment and contract terms finalization.

3. Information Technology Officer

Report to: Director of Administration and Finance

Duties and responsibilities

1. Network Administration;

.Oversee file management on centralized resource or on individual workstation;

- Oversee network and server;
- Ensure that the network infrastructure is up and running;
- Provide a well-functioning computer networking system for FERWAFA;
- Keep an eye out for needed updates;
- Install and implementing security programs;
- Administer and maintain the internal network and internet connections (WIFI and fiber optics) by anticipating the renewal in operation conditions of all IT structures;
- Install and ensure the proper functioning of computer equipment in the offices and take care of the maintenance and monitoring of the LAN, server, Routers, Printers, Switches, Wireless, VoIP, etc;

2. System Administration;

- Introduce and integrating new technologies into existing Systems;
- Apply operating system updates, Patches, and configuration changes;
- Install and configuring new hardware and software'
- Add, removing, or updating user account information resetting passwords, etc;
- Troubleshoot any reported problems;
- Diagnose faults and malfunctions related to hardware or software and addition to installing new versions and updating them;

3. User support;

- Ensure troubleshooting of computer programs;
- Answer technical queries and assisting users by phone or on site;

- Identify the IT needs of FERWAFAs staff while developing training and developing plans for IT tools;

4. Web and Mail management

- Ensure that the FERWAFAs website is well designed;
- Manage e-mail accounts;

5. Maintenance of IT equipment

- Ensure maintenance of hardware and software for all FERWAFAs computers;
- Plan and ensure the implementation of preventive and curative maintenance;
- Supervise the preventive maintenance activities
- Provide technical assistance to users to resolve equipment failures and malfunctions, simple operating system troubles including all configurations;
- Periodically inventory the equipment of FERWAFAs ICT in collaboration with the logistics manager while ensuring their preventive maintenance;

6. Produce report of activities

- Produce weekly, monthly, quarterly and annually report of activities;
- Perform any other duties related to football that might be assigned to you.

SELECTION CRITERIA

The candidate must:

- ✓ Have a bachelor's degree in Information Technology especially in Networking and maintenance
- ✓ Be Rwandan
- ✓ Have at least 5 years of working experience in ICT
- ✓ Be creative and innovative
- ✓ Have excellent verbal, written and presentation skills in Kinyarwanda, English and French. Knowledge of Swahili language is an added value;
- ✓ Be dependable, cooperative and a team player;
- ✓ Be able to work independently, pro-actively and have a 'hands-on' approach;
- ✓ Have excellent task-management skills, able to set and meet deadlines and multi-task effectively with discretion and confidentiality;

- ✓ Be proficient in the use of MS Office suite, especially PowerPoint, Excel and Word.
- The candidate should be available to start immediately upon confirmation of his recruitment and contract terms finalization.

4. Executive Office Manager

Report to: The Secretary general

Duties and responsibilities

- ✓ Provide comprehensive support services to Secretary General with the organization as whole;
- ✓ Ensure calendar management of the Secretary General's office;
- ✓ Priority to requests for information's and proposing solutions of certain problems;
- ✓ Manage all correspondences addressed to the Secretary General and give priority to electronic messages from the office of the Secretary General;
- ✓ Take care to all visitors of the Secretary General with grace, and professionalism;
- ✓ Handling administrative tasks such scheduling meetings and events answering phones, and maintaining failing systems;
- ✓ Managing records and related to FERWAFWA policies, procedures and operations;
- ✓ Maintain confidentiality and not to disclose to any person outside of FERWAFWA;
- ✓ To prepare periodic reports outlining the performance of the Office;

SELECTION CRITERIA

- ✓ - Have bachelor's degree in any field in Office management or Secretariat Studies with proven experience as personal assistant;
- ✓ Be Rwandan
- ✓ Have at least 5 years of working experience as personal assistant
- ✓ Be creative and innovative
- ✓ Have excellent verbal, written and presentation skills in Kinyarwanda, English and French. Knowledge of Swahili language is an added value;
- ✓ Be dependable, cooperative and a team player;
- ✓ Be able to work independently, pro-actively and have a 'hands-on' approach;

Application letter for any of these positions addressed to the Secretary General of FERWAFA should be accompanied by, detailed curriculum vitae, copy of academic degree, Proof of Experience, and a copy of Rwandan National Identity Card or a copy of valid Rwandan Passport should be sent at FERWAFA Email (ferwafa@yahoo.fr) and copied Human resource office at karemeragaudence03@gmail.com not later than 21/10/2022 at 5:00pm



MUHIRE Henti Bwari

FERWAFA Secretary General