



Republic of Rwanda  
**Embassy of Rwanda  
in Czech Republic**

## **Job Advert**

The Embassy of the Republic of Rwanda to the Czech Republic offers the following job to start effective from **01.04.2023**:

### **POSITION:**

**Communication Officer**

### **Job Description:**

- Develop an effective Embassy Communication strategy with a particular focus on digital communication strategy, which enhances Rwanda's image and adds value to Embassy activities
- Manage and Update Embassy's website and all digital platforms and create appropriate content to increase interactions and engagement
- Monitor and share daily media reviews about current affairs, both local and international news topics of interest to Rwanda and Africa
- Draft Press Releases and oversee the production of other creative materials as needed (research papers, articles and newsletters etc)
- Arrange interviews and media coverage for Ambassador and relevant staff and event
- Organize attendance of local media and photographers at press conferences and Embassy's functions
- Handle all media inquiries
- Create and maintain relationship with individuals, groups and organizations whose support is essential to achievement of advocacy and communication objectives
- Develop and maintain a database of audio-visual content to use on different events and issue
- Work closely with the office of the Government Spokesperson and MINAFFET to ensure all communications and branding goals are aligned
- Other tasks related to daily Embassy activities assigned by management

### **Requirements:**

- A Bachelor Degree in Communication, journalism or related field (Masters Degree is an added advantage),
- Good knowledge of video and audio editing,
- At least a Minimum of 2 years relevant working experience in that field



Republic of Rwanda  
**Embassy of Rwanda  
in Czech Republic**

- High level of Czech language and English proficiency (both in writing and speaking): knowledge of French or Kinyarwanda languages is added advantage
- Knowledge of political context and history of Rwanda
- Strong Interest in current political events and experience in cooperation with governmental and non-governmental actors
- Experience in quality assurance
- Holding a valid Czech National ID or Valid Czech Resident Permit (for non-Czech nationals)

**Furthermore, the Embassy is expecting:**

- Cross-Cultural competence
- Cordiality
- Courtesy
- Perfect manners
- Flexibility
- Absolute Discretion

**Application Deadline: 15<sup>th</sup> March 2023.**

Applications should be sent by e-mail as a **pdf – file** to [ambaprague@minaffet.gov.rw](mailto:ambaprague@minaffet.gov.rw), with subject: application to Communication Officer Position

**Requested documentations to be sent as part of the application submission:**

- Application letter in English, and specify **salary expectations**, with current address, e-mail address and phone number
- Copy of academic qualification (provide an English translation, if it is in other language)
- Curriculum Vitae
- Copy of a valid Czech National ID or valid Czech Resident Permit (for non-Czech nationals)

**There will be job interviews for chosen applicants between 25<sup>th</sup> to 30<sup>th</sup> March 2023.**



Republic of Rwanda  
**Embassy of Rwanda  
in Czech Republic**

## **Job Advert**

The Embassy of the Republic of Rwanda to the Czech Republic offers the following job to start effective from **01.04.2023**:

### **POSITION:**

#### **Receptionist/Secretary (full-time)**

#### **Duties of Receptionist/Secretary:**

- Working in a receptionist capacity to greet clients, customers and visitors
- Handling telephone calls and answering general inquiries
- Maintain up to date record of key contacts and network
- Receive, distribute, dispatch and file incoming and outgoing mails (including diplomatic pouch) and e-mails, and monitor appropriately
- Assist in the organization and coordination of events
- Ensure proper management of office supplies, stationaries and gifts
- Assisting supervisors and staff with Embassy projects and tasks
- Other tasks related to daily Embassy activities assigned by management

#### **Requirements:**

- A Bachelor Degree or other equivalent academic qualification in secretarial or administration related studies
- Minimum of 2 years relevant working experience in that field
- High level of Czech language and English proficiency (both in writing and speaking):
- Holding a valid Czech National ID or valid Czech Resident Permit (for non-Czech nationals)

#### **Furthermore, the Embassy is expecting:**

- Cross-Cultural competence
- Cordiality
- Courtesy
- Perfect manners
- Flexibility
- Absolute Discretion



Republic of Rwanda  
**Embassy of Rwanda  
in Czech Republic**

**Application Deadline: 15<sup>th</sup> March 2023.** Applications should be sent by e-mail as a **.pdf – file** to [ambaprague@minaffet.gov.rw](mailto:ambaprague@minaffet.gov.rw), with subject: **application to Receptionist/Secretary Position**

**Requested documentations:**

- Application letter in English, and specify **salary expectations**, with current address, e-mail address and phone number
- Copy of academic qualification (provide an English translation, if it is in other language)
- Curriculum Vitae
- Copy of a valid Czech National ID or valid Czech Resident Permit (for non-Czech nationals)

**There will be job interviews for chosen applicants between 25<sup>th</sup> to 30<sup>th</sup> March 2023.**



Republic of Rwanda  
**Embassy of Rwanda  
in Czech Republic**

### **Job Advert**

The Embassy of the Republic of Rwanda offers the following job to start effective from **01.04.2023**:

#### **POSITION:**

#### **Embassy Driver (full-time)**

#### **Job Description**

- Drive Embassy staff to scheduled destinations to official duties.
- Estimated travel duration times and monitored road conditions.
- To do regular checks on the car and remember the servicing dates
- To keep updated fuel consumption log-book
- In charge of maintenance of Embassy fleet
- Other related tasks assigned to him arising from daily Embassy duties

#### **Requirements:**

- Holding a valid category “**B**” Czech issued driving license or from any other EU member states,
- High level of Czech language and English proficiency (both in writing and speaking): knowledge of French or Kinyarwanda languages is added advantage
- Profound experience Embassy or public officials
- Excellent familiarity with GPS directions and devices
- Thorough knowledge of preferred routes and heavy traffic patterns
- Strong ability to memorize pickup and departure times
- Ability to accommodate flexible scheduling needs including weekends and holidays
- Holding a valid Czech National ID or Valid Czech Resident Permit (for non-Czech nationals)

#### **Furthermore, the Embassy is expecting:**

- Cross-Cultural competence
- Cordiality



Republic of Rwanda  
**Embassy of Rwanda  
in Czech Republic**

- Courtesy
- Perfect manners
- Flexibility
- Absolute Discretion

**Application Deadline: 15<sup>th</sup> March 2023.**

Applications should be sent by e-mail as a **.pdf – file** to [ambaprague@minaffet.gov.rw](mailto:ambaprague@minaffet.gov.rw), with subject: application to Embassy driver Position

**Requested documentations to be sent as part of the application submission:**

- Application letter in English, and specify **salary expectations**, with current address, e-mail address and phone number
- Copy of driving license qualification (provide an English translation, if it is in other language)
- Curriculum Vitae
- Copy of a valid Czech National ID or valid Czech Resident Permit (for non-Czech nationals)
- 

**There will be job interviews for chosen applicants between 25<sup>th</sup> to 30<sup>th</sup> March 2023.**