



REPUBLIC OF RWANDA
EMBASSY OF THE REPUBLIC OF RWANDA- RABAT

VACANCY ANNOUNCEMENT

Announcement Number: Rabat, 2019-25-1

Position Title: Executive Assistant

Opening Period: November 25th, 2019 – December 9th, 2019

Type: Full - Time

Location: Morocco- Rabat

The Embassy of the Republic of Rwanda in Rabat, is seeking a professional Executive Assistant to the Ambassador of the Republic of Rwanda in the Kingdom of Morocco.

Job Description: Reporting directly to the Ambassador, and serving as a liaison between the Office of the Ambassador and other Offices in the Embassy, the Executive Assistant will be responsible for assisting the Head of Mission, dealing with incoming and outgoing correspondence, managing documentation and informing the Ambassador of matters requiring his attention. She/he will handle calls, welcoming Embassy guests and maintain guests database. The Executive Assistant will arrange for official visits and prepare travel arrangements and bookings of the Ambassador. She/he will make analytical researches and speeches of the Ambassador; prepare periodic reports for the Embassy's activities and manage embassy's social media accounts. The Executive assistant will execute any other duties assigned by the Ambassador.

Key technical skills and knowledge required

- Extensive knowledge and understanding of Rwanda Foreign Policy;
- Proven ability to handle confidential information;
- Exceptional planning and strong organizing skills, and ability to perform and prioritize multiple tasks with excellent attention to details;
- Knowledge of customer care satisfaction;
- Report writing and presentation skills;
- Excellent communication and interpersonal skills;
- Excellent oral, written and interpersonal skills;

- Fluent in Kinyarwanda, English and French. Knowledge of Arabic would be an added advantage;
- Time management skills;
- Analytical and problem solving;
- Proficient in Microsoft Office (Outlook, Word, Excel and Power Point) and social media web platforms;
- Easily and confidently overcoming challenges.

Education and Experience

Any of the following fields: Bachelor's degree in Public Relations, International Relations/Studies, Diplomacy, Communications, Business Administration, International Development Studies, Law, Economics, Project Management with 3 years working experience in Public Service or holding a Master's degree in one of the above mentioned fields.

How to apply

Send your cover letter and CV to ambarabat@minaffet.gov.rw

Only shortlisted candidates shall be contacted by the Embassy for further action.

Announced on November 25th, 2019

