

PROFESSIONAL INTERNSHIP OFFER:

Position: Communications Intern

Reports to: Communication Officer

Location: Kigali, Rwanda, with frequent travels to the Local Rights Program Operational Areas.

Grade: Intern

1. AAR Background:

ActionAid Rwanda (AAR) is an Affiliate Member of ActionAid International (AAI) – an anti-poverty agency working with poor, voiceless people, communities, and similar-minded partners worldwide. ActionAid is a non-partisan, non-religious development organization that has been working in Rwanda since 1982 to contribute to the eradication of poverty and injustices with a focus on tackling the root causes of poverty.

Currently, ActionAid Rwanda implements several activities in the areas of Agriculture, Education & Food security, Women’s Rights, and Poverty Eradication from 7 Local Right Programs (LRPs) including Nyanza, Gisagara, Ruheru, Murundi, Gitesi, Muko, and Shingiro LRPs.

The Intern will assist AAR Communication Unit to promote AAR work by documenting and disseminating AAR achievements to ultimately achieve visibility and build its brand. Hence, AAR is seeking applications from well-qualified and self-motivated persons to fill the position of a Communications Intern.

2. Purpose Of the Job:

Communication Intern shall work under the supervision of the Communication Officer, to build a strong and credible profile, image, and reputation of AAR using effective, creative, and innovative communication tools. The Intern will work to support the Communication Officer to raise the profile and improve the visibility of the programs and partnerships of ActionAid Rwanda at local and national levels and enhance regular interaction, dialogue, and communication with the key stakeholders of AAR, including rights holders (women, children, youth, and other people living in poverty), partners, and AAR supporters.

3. Reporting:

The Intern shall report to the Communication Officer.

4. Expected tasks and deliverables:

a) Supporting the communication unit in implementing key activities of the AAR communication plan 2024.

- ❖ Assist the communication unit in Capacity building work and provide communication support to AAR partners, rights holders, and AAR staff in the communication domain.
- ❖ Assist the communication unit in AAR's work of capacity building in documentation, communication, and information dissemination work.
- ❖ Assist in training, mentoring, and coaching of AAR partner organizations, AAR partners, rights holders, and AAR staff in developing and managing their documentation and communication strategies and activities, including follow-up support visits to partners.
- ❖ Assist in documenting AAR programs, Managing the Website, and producing different publications.
- ❖ Assist the communication unit in managing and regularly updating the AAR Website and Social media platforms.
- ❖ Assist in writing, editing, and disseminating AAR IEC materials (e.g., newsletters, magazines, press statements, brochures, flyers, posters, videos, etc.).
- ❖ Assist the communication unit in compiling the best practices/success stories and case studies.
- ❖ Assist in producing internal and external newsletters, press releases, AAR magazine, brochures, flyers, and posters.
- ❖ Assist in the production of photo, audio, and video productions of program activities.

b) Events AAR management:

- ❖ Assist in facilitating AAR's public relations and marketing activities, including the organization of Exhibitions at relevant platforms (e.g., Agricultural shows, NGO Expo, Trade Fairs, Public Meetings, Civil Society Meetings, Donor Round Table meetings, etc.).
- ❖ Assist the communication unit in executing AAR campaigns and advocacy work to influence policy, attitudes, and behavior changes at local and national levels.
- ❖ Assist the communication unit in Organizing and co-facilitation of commemorations/anniversaries of International/Regional events at National, local, and partner levels (e.g., International Women's Day, 16 Days of Activism, World Food Day, International Rural Women's Day, Day of African Child, etc.).

5. Required qualification:



Rwanda

a. Education:

A Bachelor's degree gained from a recognized College or University, i.e., either in Mass Communications, Media studies, and/or Journalism, and related fields.

b. Knowledge:

Practical knowledge in communication, digital communication, public relations, and/or marketing with special skills in videography and photography.

c. Other abilities:

- ❖ Strong command in oral and written English and Kinyarwanda.
- ❖ High skills level in using different Artificial Intelligence content creation applications and other Computer software for producing various publications.
- ❖ Ability and willingness to work with people of various cultural backgrounds.

d. How to apply

Interested and qualified candidates should apply via the email: Actionaid.Rwanda@actionaid.org not later than Friday 24th May 2024 at 01:30 pm. Indicate in the subject: Communication Intern.

Only shortlisted candidates will be contacted.

ActionAid is an equal opportunity employer and candidates will be expected to embody ActionAid's values and adhere to organization policies including the Safeguarding Policy and the Child Protection Policy, among other ActionAid policies.

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