

Kigali... **11 FEB 2021**

N° 11.07.025/...../21/HRM-CEO/e.m

JOB ANNOUNCEMENT FOR THE RECRUITMENT OF INTERNAL COMMUNICATIONS AND CONTENT DEVELOPMENT SPECIALIST AND MULTIMEDIA COMMUNICATION SPECIALIST

Water and Sanitation Corporation (WASAC) is mandated to provide clean water supply and services in Rwanda. In order to boost its communication and public outreach approaches, WASAC wishes to hire competent and enthusiastic people for the following position:

1. INTERNAL COMMUNICATIONS AND CONTENT DEVELOPMENT SPECIALIST (1)

Reporting: Internal Communications and Content Development Specialist will report to the Head of Public Relations.

a) Duties and Responsibilities

The Internal Communication and content Development Specialist will be called to:

1. Establish an internal communication strategy in conjunction with senior specialist
2. Implement WASAC Customer communication strategy ;
3. Ensure water and Sanitation projects are successfully communicated the different stakeholders.
4. Plan, edit and write content for a variety of internal communications mediums, such as a staff intranet, monthly magazine or regular email bulletin.
5. Work with Multimedia Communication Specialist especially on projects documentation;
6. Manage social media and develop new channels to communicate with staff internally;
7. Draft messages or scripts from the management for presentation to employees in written or spoken form
8. Ensure internal communication messages are consistent across all mediums for different departments of WASAC and external customers;
9. Increase awareness of all commercial and technical operations among different stakeholders

10. Ensure internal communication messages are consistent with external communication messages
11. Gather and address staff and customers concern and adjust communications content accordingly
12. Handle the internal communication crisis and propose adequate responses
13. Event coordination as and when required.
14. Intranet / web editor supporting the wider team to ensure intranet pages remain up to date
15. Support audio visual content development
16. Provide content for existing corporate communication channels.

b) Required key skills; The applicant must demonstrate the following skills:

- **Writing skills:** There is a need of proven writing, editing and proofreading skills as well as the journalistic ability to source stories from employees;
- **Speaking skills:** strong Effective communication skills are required as the incumbent is likely to be called on to give presentations to staff and external customers' sensitivity to the organisation's goals and values and the ability to relay them to employees and different stakeholders is highly needed;
- **Interpersonal skills:** Good interpersonal and relationship-building skills in order to work with communications and HR departments. The incumbent should possess the confidence to deal with senior executives and clearly express his ideas and or communication techniques.
- **Creative skills** required is the creative ability to devise communication strategies in digital format and for this familiarity with information technology, especially digital and video means of communication, is essential.

C) ADDITIONAL SKILLS

- Ability to work under minimum supervision and sometimes work under pressure for timely communication deliveries.
 - Good written and verbal communication skills with an eye for accuracy and consistency.
 - Digital and social media analytics tools (Google Analytics or Web trends, etc.).
 - Web services / tools (HTML5, CSS3, and JavaScript/jQuery).
 - Design audio visual software's (adobe illustrator, Photoshop, Audition as well as premiere & various image editors.
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- Social media networks and digital tools (games, apps, plugins, etc.)
- Implementation of digital projects campaign planning
- Managing web content, including writing, editing and moderating
- Developing and delivering successful internal digital and social media campaigns
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Minimum Qualifications and work experience

The applicant should

- ❖ Hold at least a Bachelor's degree (BA) in Journalism, Communication, International Relations, Mass Communication or Digital communication.
- ❖ Possess an in-depth knowledge of a particular aspect of corporate communication
- ❖ Have at least four (4) year of working experience in the field of Public Relations or other communications related works, proven by service certificates.

2. MULTIMEDIA COMMUNICATION SPECIALIST (1)

Reporting: The Multimedia Communication Specialist will report to the Head of Public Relations.

a) Duties and Responsibilities

The Multimedia Communication Specialist will be called to:

- Strategically conceptualize, designs and execute graphic artwork and a wide range of multimedia solutions in support of WASAC branding with limited supervision.
- Lead all aspects of multimedia production from intake through completion, working where possible and appropriate with staff, including but not limited to: Scheduling, storyboarding, equipment management; digital capture, edit, distribution; archiving as well as digital **messages** management.
- Photograph various WASAC projects, ongoing, completed projects of Water and Sanitation, **and some** daily operations;
- Edit photos and videos materials to be used on social media.
- Maintain an organized archive of WASAC pictorials on hard drives and online.
- Collect on-camera interviews, edit them and produce final product as documentary, spots, Highlight, etc
- Design promotional materials, including WASAC's annual report, and other overviews of key WASAC initiatives.
- Take the lead in updating website and keeping it dynamic.

- Design social media content and info graphics
- May assist with recording, editing, and posting of podcasts.
- Create compelling original videos about WASAC and graphic design materials such as posters, save the dates, seasonal wishes and invitations.
- Train, oversee and monitor Communications' team multimedia interns.
- Coordinate all graphic production scheduling, including preparing final layouts for WASAC Magazine, and all other materials to print.
- Perform other communication related work as needed.

b) Minimum Qualifications and experience

The applicant should

- ❖ Hold at least Bachelor's degree (BA) in Journalism, Communication, International Relations, Multimedia, Graphics Design, or any field related to Audio Visual.
- ❖ Must possess an in-depth knowledge of a particular aspect of multimedia or visualization.
- ❖ Have at least four years of working experience in the field of Audio Visual Production, Multimedia, Video Journalism, Graphic Design, Digital Communication, proven by service certificates.

c) Required skills and Competencies

- Demonstrated proficiency in photo and video journalism (editing).
- Operate DSLR cameras using manual settings; event photography experience.
- Comfortable filming video using a DSLR camera, as well as capturing high quality audio when filming interviews.
- Edit and organize photos using the Adobe Creative Suite (Camera Raw, Photoshop, InDesign Bridge, Lightroom, etc.).
- Edit videos up to 60 minutes long using Final Cut Pro or Adobe Premier.
- Proficient in Adobe Illustrator and InDesign to produce attractive, professional materials.
- Familiarity with audio production.
- Working knowledge with social media, skillful with online tools and social media platforms.
- Handle multiple tasks and assignments simultaneously.
- Creativity and an ability to think outside-the-box.
- Knowledge of grammar, punctuation, spelling and style.
- Excellent oral and written communication skills.
- Strong interpersonal skills.
- Problem-solving skills.

- Work independently with a high degree of initiative.
- Work as a member of a team.
- Attention to detail.
- Organizational skills.
- Set priorities, and meet deadlines.

HOW TO APPLY

The interested candidates must submit the required soft documents to WASAC LTD through Email: recruitments@wasac.rw not later than *24* / *02* / 2021 at 05:00 PM

DOCUMENTS TO BE SUBMITTED

- ✓ Job Application form on WASAC website
- ✓ Copy (ies) of Degree (s) and related certificate (s)
- ✓ Copy (ies) of service (s) certificate (s) as proof of the required working experience is a **MUST**

Note 1. To get more information and access to the application form, please visit WASAC website www.wasac.rw, click on **Career**, then click on Job, download and get the form under useful links.

All Applicants must apply only using the email and all documents must be in one zipped file.

Only shortlisted candidates will be contacted.

Eng. Alfred D. BYIGERO

Chief Executive Officer

