



JOB OPPORTUNITIES:

1. Background

Since its inception in November 1997 under the law No 15/97 as a quasi-autonomous body charged with the task of assessing, collecting, and accounting for tax, customs and other specified revenues; Rwanda Revenue Authority (RRA) has progressively realized its mission of existence through effective administration and enforcement of the laws.

To date the tax administration is not only credited for achieving and exceeding its tax and revenues collections year-on-year, but also the strategic direction and approaches implemented promises a very bright future for taxation in Rwanda.

Simplifying customer service and improvement of customer inquiry management are one of the RRA objectives, which require constant upgrades due to the ever-changing nature of customer demands/needs.

It is in this regard that RRA developed a brand promise, Here For You to serve, that brings to the public our customer service promise, direction and core values. Following the same perspective, RRA wishes to to recruit a self- motivated and qualified people to fill the post of;

MEDIA PRODUCTION OFFICER (Broadcast Media – 1 Position)

The post is on Grade 4

Under the supervision of the Senior Media Production Officer the Broadcasting Media Production Officer provides and disseminate all information necessary for the experience to comply with taxes and customs legislations.

Responsibilities

- Operate professional cameras (Photo and Video Cameras) and cover RRA events in terms of photography, videography and story writing
- Produce both audio and/or audio-visual materials





- Carry out professional editing of RRA programs on Radio/TV or any other broadcast channels
- Assist branding activities and digital communications of RRA
- Update RRA media database/gallery on a regular basis
- Manage all RRA publicity materials such as spot publicity on Radio and TV
- Assist in organizing press conferences and other events
- Prepares meetings and live TV/Radio programmes on taxpayers' education
- Ensure the dissemination of media invitations, turn up at RRA events and follow up publication of favorable stories
- Carry out media monitoring, produce report and cultivate healthy media relations
- Plus any other activity that may be assigned.

Qualifications, skills and competencies

- ✓ Bachelor's degree in journalism and communications or public relations
- ✓ Very good broadcast and multimedia skills
- ✓ Fluent in English, French and Kinyarwanda
- ✓ Ability to simplify technical terms into an easy-to-understand language
- ✓ Good familiarity with broadcasting tools and equipment such as photo and video, cameras, software such as adobe suite and branding items
- ✓ Multitasking, photography and videography, communications and customer care skills
- ✓ Prior experience in the field is an added advantage.

MEDIA PRODUCTION OFFICER (Print Media – 1 Position)

The post is on grade 4.

Under the supervision of the Senior Media Production Officer the Print Media Production Officer provides and disseminate all information necessary for the experience to comply with taxes and customs legislations.

Responsibilities:

- Write news articles, feature stories and any other written content and ensure they are published in selected media outlets
- Carry out call PR writing including press releases, media invitation, press kit, speeches, talking points etc.



- Develop content, publish and circulate RRA Newsletter and Magazines
- Assist in organizing press conferences and other events
- Prepare for announcements, adverts, branding, and any other media and communications related requests to be run/carried out smoothly
- Assist branding activities and digital communications of RRA
- Keep the records of published articles, publications, notices, announcements and any other item that is related to media activities
- Update RRA media database/gallery on a regular basis
- Ensure the dissemination of media invitations, turn up at RRA events and follow up publication of favorable stories
- Carry out media monitoring, produce report and cultivate healthy media relations
- Any other activity that may be assigned.

Qualifications skills and competencies.

- ✓ Bachelor's degree in Journalism and Communications or Public Relation
- ✓ Very good Media/Public Relation writing skills
- ✓ Fluent in English, French and Kinyarwanda
- ✓ Ability to simplify technical terms into an easy-to-understand language
- ✓ Acquaintance to broadcasting tools and equipment such as photo and video cameras, software such as adobe suite and branding items
- ✓ Multitasking, photography and videography, communications and customer care skills
- ✓ Prior experience in the field is an added advantage

HOW TO APPLY

- Interested candidates should download the "Job application form" from the RRA website www.rra.gov.rw.
- Attach an **application letter addressed to Commissioner General, a well filled RRA Job application form, Curriculum Vitae, a copy of National Identity Card, copy of Degree Certificate and all Academic Transcripts as per required qualifications** and sent them to recruitment@rra.gov.rw not later than **13/08/2020, at 5:00 pm.**

Done at Kigali on 6/8/2020

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Deputy Commissioner General & Commissioner for Corporate Services.

