

VACANCY ANNOUNCEMENT

Rwanda Broadcasting Agency (RBA) is a Public Broadcaster established with a mission to be at the forefront of engaging audiences with quality information, programs, and multimedia services. In order to fulfill its mission, the management of RBA is looking to recruit experienced, self motivated and hard working candidates who will work in the capacities of;

- 1. Sales Executives: 20**
- 2. Administrative Assistant to the Deputy Director General: 1**

Job summary:

1. Sales Executives: 20

Working under the supervision of the Sales and Advertising manager, the Sales executives will perform a variety of tasks, which include;

- To master and be able to present RBA products and services to clients
- To be able to Establish/ prospect, recruit and maintain clients
- To negotiate sales, contracts and any other permitted business packages
- To organize daily sales visits, client meetings
- To achieve monthly revenue targets as set by management.
- To be able to close businesses in a short period of time.
- To make timely schedules, plans, presentations and proposals as required by standard procedure.
- To attend daily sales meetings at the RBA offices

MINIMUM QUALIFICATIONS:

Degree in any field with not less than 6 months working experience in Sales and marketing

KNOWLEDGE & SKILLS

- Excellent communication and negotiation skills;
- Fluent in spoken and written English and Kinyarwanda, knowledge of French is an added advantage.
- Well organized, time conscious, and flexible
- Creative and compliant to the customer needs
- Warm, welcoming, descent and good at creating first lasting impressions

NB. The successful candidates will sign a One year renewable performance contract based on Commission

2. Administrative Assistant to the Deputy Director General: 1

Working under the supervision of the Deputy Director General, the Administrative assistant will perform a variety of general administrative and clerical services, which include;

- Preparing correspondences, receiving visitors, arranging conference calls, and scheduling meetings for the Deputy Director General or designate;
- Coordinate and organize department meetings and conferences including meeting venue bookings, catering requirements, set up the room with audio-visual equipment and flip charts and attend to other requirements of department meetings;
- Complete internal and external correspondence, legal documents, form letters and other documents,
- Prepare meeting agendas, record and distribute meeting minutes, and maintain organized files of the same;
- Prepare detailed presentations and reports as required by the DDG or designate;
- Ensure the safeguarding of all confidential files;
- Coordinate and complete department communiqués to internal and external audiences;
- Follow up and see out the implementation of various action oriented areas/focus points initiated by the Deputy Director General;
- Proof reading the documents before they are signed, providing editorial services for letters before they are signed and ensure proper attachment to dossiers,
- Sieving the incoming documents and act in accordance to RBA's work flow,
- Ensuring there is a receptive/warm and professional environment in the chambers of the General Directorate,
- To proactively correspond with RBA clients/partners in a more corporate and professional manner

MINIMUM QUALIFICATIONS:

Degree in Public Admin., Social sciences, Public relations, business studies, or any other related field with 1 year working experience in a similar position.

KNOWLEDGE & SKILLS

- Excellent communication, organisation and coordination skills;
- Professional attitude, capable of multi-tasking & stress resistant.
- Fluent in spoken and written Kinyarwanda and English, knowledge of French is an added advantage.

HOW TO APPLY:

If you think you have the character and experience to work in this demanding environment, please visit www.rba.co.rw and complete the application form, including a detailed CV duly signed by the applicant, photocopies of National ID/passport, photocopies of degrees and/or diplomas, three professional references.

Only short listed candidates will be contacted. Applications shall be addressed to: The Director General of RBA, P.O Box 83, Kigali/Kacyiru Headquarters. ***Closing Date for Applications is Friday, 17th November 2017 by 3h00 pm.***

NB:

- Application without all the above requirements will not be considered;
- Application materials will not be returned;
- Please note that only short-listed candidates meeting the required qualifications will be contacted

Done at Kigali on 2/11/2017

Arthur ASIIMWE
Director General/RBA

www.rba.co.rw

