



JOB ADVERTISEMENT

UMW/WALIMU SACCO is looking for inspired innovators, dynamic self-driven and highly creative personalities to collaborate with UMW/WALIMU SACCO in taking it to the next level of success. If you feel you have what it takes, we would like to hear from you.

Please pick one or more positions that speak to you on the list below and send us your applications via email at recruitment@umwwalimusacco.rw no later than...**10 October 2021**. Put the job title you are applying for eg. "Public relations officer" as the subject of the email.

Interested candidates should submit soft copies of the motivation letter, CV and copy of required notarized degrees or certificate and any other important documents to prove their knowledge and experience. Kindly note that only shortlisted candidates will be contacted for the exam and interview.

JOB TITLE	KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED	Key Result Areas
<p>1. PUBLIC RELATIONS AND COMMUNICATION OFFICER</p> <p>Reports to: Public Relations, Branding and Communication Manager</p> <p>Department: Business Growth and Development</p>	<p>Education & experience</p> <p>Bachelor degree in marketing, public relations, journalism or communications and other media studies,</p> <p>Minimum of 1-year progressive experience in managing media relations (online, broadcast and print) or in a same position in a Financial institution or any other busy marketing function.</p> <p>Skills & knowledge</p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing; - Excellent interpersonal skills - Good IT skills - Presentation skills; - Creativity, imagination and initiative; - Sound rational judgments 	<ul style="list-style-type: none"> - Communication and PR that results in Brand positioning in line with institution's strategy - Increased levels of publicity and visibility - Visibility in the communities where UMW/WALIMU SACCO does business - Introduction of effective internal communication

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JOB TITLE	KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED	Key Result Areas
Age Limit: 40	<ul style="list-style-type: none"> - Exhibit strong problem solving and research skills; - Awareness of different media agendas; - Business awareness and a good knowledge of current affairs. - Background in researching, writing and editing publications - Ability to priorities and plan effectively. <p>Key responsibilities</p> <ul style="list-style-type: none"> - To assist in developing an appropriate External Communications strategy that addresses Organization's positioning. - Under the guidance of the Brand and Communication Manager, and working closely with other Departments, manage the implementation of the agreed External Communication plans and activities. - Establish effective systems, procedures and standards of performance. - To guide, lead and manage the communications champions & other Umwalimu staff in such a manner that promotes motivation, efficiency and a high degree of discipline in all activities. - Establish and maintain a press office for the organization which will provide a database of media information to be used in the promotion of the organization's aims and objectives - Assist in the production of publications to promote the image of the organization. 	



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<p>2. Secretary Reports to: Personal Assistant Department: Director General's Office</p>	<ul style="list-style-type: none"> - Respond to enquiries from the media to ensure that a positive image of the organization is promoted. - Assist in drafting press releases to promote the aims and objectives of the organization. - Working on websites and social media and assist in maintaining it to ensure that it remains up to date, informative and interesting. - Writing or producing presentations and editing in-house magazines, case studies, speeches, articles, leaflets, journals and brochures and annual reports for both external and internal distribution. - Assist in organizing events to promote the image, aims and objectives of the organization. - Devising and coordinating photo opportunities - Maintain a network of contacts internally and externally to ensure that positive information about the organization is obtained and promulgated. - Provide advice and support on public relations issues to managers and staff to ensure that a positive image of the organization is promoted.. <p>Education & experience</p> <ul style="list-style-type: none"> - Bachelor's degree or equivalent in Business Administration - Diploma in secretariat or office management - Desirable: Certification in secretariat - Experience: 1 year experience in secretarial activities; <p>Skills & Knowledge</p> <ul style="list-style-type: none"> - A full range of secretarial skills; 	<p>100% accurate records keeping and filing</p>

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	<ul style="list-style-type: none"> - Receive visitors to the office and often controlling access to the Director General. - Open and distribute post. - Reminding the Director General of important tasks and deadlines. - Maintain record of all incoming and outgoing mails to DG's Office - Keep copies of the signed documents (notes, contracts and any other correspondences incoming or outgoing) - Maintain the office filing system and all personnel records. - Operate standard office equipment such as word processor, photocopier etc. - Oversee the maintenance of secretarial standards throughout the company and contribute to the training of other secretaries. - Perform any other duty as assigned by the Supervisor. 	

NB: These vacant posts are opened to external as well as internal candidates.

Done at Kigali, 14.6./09/2020

RUTAGANDA Bosco

 Director of HR & Administration

UWAMBAJE Laurence

 Director General

