

REPUBLIC OF RWANDA



MINISTRY OF TRADE AND INDUSTRY

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Job Advertisement

The Ministry of Trade and Industry, MINICOM would like to inform the Public that the Common Market for Eastern and Southern Africa (COMESA), is seeking to recruit a qualified Person for the following Job position:

S/N	JOB TITLE	REQUIREMENT FOR THE POST	GRADE	NUMBER OF STAFF
1.	RESOURCE MOBILISATION OFFICER	<p><b>A. MINIMUM ACADEMIC QUALIFICATION AND EXPERIENCE</b></p> <p>a. Bachelor's degree in Social Sciences including but not restricted to marketing, business administration, management, Economics, Literature and linguistics, communication, International Affairs/Relations and/or any other relevant discipline.</p> <p>b. A Master's degree in any discipline would be an added advantage.</p> <p>c. Eight (8) years of relevant experience in corporate fundraising, mobilizing resources and preferably worked with international organizations.</p> <p>d. Proven track record of generating significant funding.</p> <p>e. Experience working with the private sector and women entrepreneurs will be an added advantage.</p>	P2	1

## **B. PROFESSIONAL SKILLS AND COMPETENCIES**

- a. Experience and expertise in developing and maintaining good relationships with institutional donors or corporations.
- b. Ability to work in a fast-paced environment and handle multiple tasks concurrently.
- c. Proficiency in the use of technology including but not limited to MS Office Professional, navigates social media outlets and the internet as a resource
- d. Excellent communication and organizational skills
- e. The ability to work collaboratively with teams, flexible dynamic
- f. Excellent problem-solving skills and an ability to work within strict deadlines
- g. Committed to excellence and meets the expected high-quality standards
- h. Initiates funder relationships and strategic partnerships
- i. Resource mobilizing, management and reporting with excellency and punctually

**The candidate should also have the following Preferred Competencies and experience :**

- a. Flexible and independent thinker, creative and GREAT interpersonal skills
- b. Good public relations/ corporate communications or journalism background
- c. Able to troubleshoot and support COMFWB team with all technology challenges
- d. Ability to work in a fast-paced environment and handle multiple tasks concurrently
- e. Proficiency in designing IT websites and VOIP systems, technology and

technical support in the office and linking to COMESA secretariat and chapters

- f. Excellent communication and Organization skills
- g. Full computer literacy and experience in working with PC based equipment
- h. Design brochures, magazines, event announcement posters and letters .

### **C. SCOPE OF WORK.**

The Resource Mobilisation Officer for COMFWB will be responsible for the development and implementation of the resource mobilisation strategy of the organization in close liaison with the Director of Programs Management. He /she will oversee all the activities of resource mobilisation at COMFWB Secretariat.

### **D. KEY**

#### **RESPONSIBILITIES**

Under the direct supervision of the Director of programs management and the overall supervision of Chief executive Officer of COMFWB, the Resource Mobilization Officer will perform the following functions:

- a. Maintaining and establishing good working relationship with the international donor community and cooperating partners with a view to getting support and mobilizing resources for COMFWB COMESA programmers.
- b. Oversee and implementation of the COMFWB resource mobilization strategy and action plan.
- c. Oversee all resource mobilization activities for the region and the countries to meet the expected target;

- d. Prepare briefs that help management to keep donors informed of COMFWB activities and any developments and responding to their queries promptly and competently;
- e. Ensure that proper guidance, coordination, and support are provided to COMFWB Chapters on resource mobilization;
- f. Conduct a comprehensive analysis of potential global and local donors to map the feasibility of securing multi-year and thematic funding. Map donors' strategic areas of interest, funds available, grantees, funding windows, requirements and guidelines and interest in funding key COMFWB result areas;
- g. explore opportunities for partnerships (and mobilizing and leveraging resources) from emerging donors- Regional banks, the BRICS countries, African Countries, private sectors and non-governmental organizations.
- h. Develop objectives for fundraising, methods, tactics, and focus on bilateral, private sector, public funding, foundations;
- i. Advise on ways to develop and maintain strategic partnerships and engagement with key donors (past, present and future);
- j. Lead in preparing funding requests in response to calls for proposals emanating from donors and Trust Funds;
- k. Follow up developments regarding regional and international cooperation and brief the CEO, DPM and management team on how to enhance COMFWB's relations with key partners; and
- l. Perform any other duties as may be assigned from time to time.

	<b>E. CONTRACT DURATION:</b> <b>Four (4) years</b> with a possibility of extension upon satisfactory performance. Includes six (6) months probationary period		
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#### ■ WORKING LANGUAGE REQUIREMENT

Applicants must be fluent in English and/or French and/or Arabic (speaking and writing). A combination of any two (2) or all these languages will be an added advantage.

#### ■ ELIGIBILITY FOR APPLICATION

Applicants must be citizens of a COMESA Member country and aged below fifty-five (55) years at the time of submitting the application. Qualified female candidates are highly encouraged to apply.

#### ■ MODE AND DEADLINE OF APPLICATIONS

- Applications should contain the applicant's Curriculum Vitae, present and permanent address, telephone and fax numbers, e-mail and details of the applicant's motivation for applying for the position and other information that the applicant considers appropriate including when he/she is available to assume duties. It shall also include details (including contact addresses and telephone numbers) of at least three (3) references
- The well filled job Application form, copy of degree and other documents related to the required qualification and experience will be only received through the following email address: [info@minicom.gov.rw](mailto:info@minicom.gov.rw) not later than **Tuesday, 24th February, 2026 at 11:59'p. m.**
- The details of advertised Job position and Job application form are available on the COMFWB website: <http://www.comfwb.org> and COMESA website: <http://www.comesa.int>

**N.B. Applications submitted directly to the Secretariat will not be considered and only short-listed candidates will be contacted.**



Signed By Antoine KAJANGWE  
Permanent Secretary

**Date :** 12-2-2026 12:23:21

