

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 different persons qualified for the following Job positions:

| S /N | JOB TITLE                                   | REQUIREMENT FOR THE POST   | GR AD E | NUMBE R OF STAFF |
|------|---|--|---------|------------------|
| 1.   | Head of Public Relations and Communications | <p><b>1.1.MINIMUM ACADEMIC QUALIFICATION</b></p> <p>I. Bachelor's degree in any of the following fields: Journalism, Mass Communications or Public Relations or related fields</p> <p>II. A postgraduate qualification in any of the above fields will be an added advantage</p> <p><b>1.2.PROFESSIONAL EXPERIENCE</b></p> <p>Minimum eight (8) years working experience in international development with a focus on strategic communications, advocacy, campaigns, branding, influencing and public relations. Previous experience with regional international development organizations is an added advantage.</p> <p><b>1.3. SPECIALIZED KNOWLEDGE</b></p> <p>i.Excellent in developing and implementing communication strategies and advocacy campaigns.</p> <p>ii.Proficient in Adobe Creative Suite (InDesign, Premiere Pro, Photoshop, Audition, After Effects);</p> | P3      | 1                |

- iii. Computer literate (Microsoft Word, Excel, Outlook Microsoft PowerPoint, etc.);
- iv. Excellent written and verbal communication skills; and
- v. Good time management capabilities and multitasking skills.

#### **1.4. MAIN DUTIES AND ACCOUNTABILITIES**

Under the overall supervision of the Secretary General, the incumbent of the post will perform the following duties:

I. Design and oversee implementation of COMESA's communications, advocacy and outreach strategies based on corporate communications goals and priorities, assess the impact and make adjustments accordingly as informed by trends, media and audience analysis;

II. Ensure communication on and around COMESA's contribution and that of its partners to the regional integration agenda is relatable, contextualized, locally understood and visible through evidence-based stories of impact and documentation of successes and lessons learned;

III. Foster outreach partnerships with creatives and social influencers who can help COMESA achieve visibility for its work;

IV. Support the production of results-based communications products that enhance accountability and appreciation of COMESA's programmatic offers by various key categories of stakeholders;

VI. Leverage innovative communication approaches, tools and outlets including digital and social media platforms to enhance understanding of COMESA's work;

VII. Elaborate and implement COMESA's publications strategy based on the corporate

publications policy, and identifying and developing storylines for publications and substantive articles; contributing to debates on key regional integration issues;

VIII. Coordinate and manage all COMESA publication activities. These include content management, norms for publishing, design, liaison with printers and other suppliers to oversee production and dissemination of the publications;

IX. Supervise the design and maintenance of the COMESA media platforms – including the website, intranet, web-based knowledge management system and social media. Additionally, supervise the communications staff in proactively managing in media engagement and management;

X. Ensure the delivery of substantive oversight and quality assurance of communication products, including publications, the website and social media platforms by strengthening their utility for public engagement;

XI. Lead the development and oversee the implementation of the Communications Unit annual work plans and the implementation of the COMESA communication strategy;

XII. Supervise the creation and promotion campaigns to local and regional media and international media that position COMESA and influence the regional integration agenda based on current programme and new initiatives;

XIII. Provide technical advice to Management on communication and public relations including media relations

XIV. Ensure the coverage and understanding of COMESA's work through development and maintenance of media networks and providing newsworthy information to national publics and development partners;

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|    |                         | <p>XV. Develop and maintain close contacts with key internal and external stakeholders for implementation of the communications strategy, organization of roundtable discussions, press conferences, briefing sessions, interviews, launches, etc;</p> <p>XVI. Ensure access for journalists to subject matter experts; provide regular newsletter to key stakeholders, and awareness about COMESA where appropriate to support projects.</p> <p>XVII. Provide sound contributions to knowledge networks and communities of practice including corporate communications repositories and organize training to COMESA staff on communications;</p> <p>XVIII. Represent COMESA at various internal and external engagements to strengthen COMESA's thought leadership and integrator's role; and</p> <p>XIX. Performs any other duties as assigned by Executive Management from time to time.</p> |    |   |
| 2. | <b>Energy Economist</b> | <p><b>2.1.MINIMUM ACADEMIC QUALIFICATION</b></p> <p>i. Bachelor's degree in engineering, Economics, Energy, Renewable energy and other related fields;</p> <p>ii. A Postgraduate qualification in any of the above fields would be an added advantage.</p> <p><b>2.2 PROFESSIONAL EXPERIENCE</b></p> <p>A minimum of eight (8) years' experience in the energy sector with exposure to working /collaborating with government agencies and other development organizations</p> <p><b>2.3.PROFESSIONAL CERTIFICATIONS /Qualifications</b></p> <p>* Short courses in the energy fields due to the continuous changes / developments in the field is desirable.</p> <p><b>2.4 SPECIALIZED KNOWLEDGE</b></p> <p>Specialized knowledge in any of the following areas;</p>  | P3 | 1 |

- i. Energy Technologies;
- ii. Energy Policy and Regulatory issue;
- iii. Energy Project Financing issues; and
- iv. Regional Energy Markets.
- v. Submits energy sector work programmes and budget inputs in order to gain management's approval to allocate the resources required to execute energy work programmes in line with division mandate;

## **2.5 MAIN DUTIES AND ACCOUNTABILITIES**

Under the direct supervision of the Director of Infrastructure and Logistics, and the overall supervision of the Assistant Secretary General (Programmes), the incumbent of the post will perform the following duties:

- i. Develop model energy policies, regulations and standards to ensure harmonization and domestication of policies at Member State level;
- ii. Provide technical support to Member States in customization/harmonization of internal policies to ensure adopted policies are in line with the best regional practices;
- iii. Delivers capacity building activities to ensure member states' personnel acquires the required skills to implement programmes at Member State level;
- iv. Proposes programmes/support financial mobilization to support implementation of programmes lacking finances and beneficial to member states;
- v. Maintain database of ongoing projects /programmes at member state level in order to share information with potential investors and other Member States;

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|   |                          | <p>vi. Provides Technical support to other COMESA institutions in implementing the energy program in the COMESA region;</p> <p>vii. Publishes reports/briefs on energy for internal use and for Member States in order to share updates with stakeholders; and</p> <p>i. Performs any other duties as assigned by Executive Management from time to time</p>  |    |   |
| 3 | Transport Expert (Roads) | <p><b>3.1. MINIMUM ACADEMIC QUALIFICATION</b></p> <p>i. Bachelor's degree in any of the following fields: Civil Engineering, Economics, Transport Management or International Trade Law.</p> <p>ii. A Postgraduate qualification in any of the above fields will be an added advantages</p> <p><b>3.2 PROFESSIONAL EXPERIENCE</b><br/>Minimum eight (8) years working experience in transport management at regional, international level and or government at senior level.</p> <p><b>3.3. SPECIALIZED KNOWLEDGE</b><br/>Knowledge in the area of Transport facilitation, Road Transport Infrastructure Development and Management, Transport Technologies, Road Policy and Regulatory issues, Project Financing issues, and Regional Transport Market is required</p> <p><b>3.4. MAIN DUTIES AND ACCOUNTABILITIES</b></p> <p>Under the direct supervision of the Senior Transport Economist and the overall supervision of the Director of Infrastructure and Logistics, the incumbent of the post will perform the following duties:</p> <p>i. Develops and submits road transport work programme and budget inputs in order to gain approval for allocation of the resources required to implement road transport programmes in line with the Division mandate;</p> | P3 | 1 |

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|  | <p>II. Proposes bankable projects, programmes and activities in order to develop the road transport sub-sector;</p> <p>III. Proposes policy reforms for management of various road infrastructure in order to domesticate road transport policies in Member States that are benchmarked against international best practices;</p> <p>IV. Delivers capacity building programs in road transport to Member States in order to up-skill policies;</p> <p>V. Proposes road safety management programmes and establishment of road transport safety management institutions in Member States;</p> <p>VI. Creates road transport sector databases in the COMESA Region in order to facilitate performance tracking, analysis, decision making and information sharing;</p> <p>VII. Proposes adoption of common road transport sub sector regulations and standards in order to ensure harmonization of standards and regulations within the COMESA region;</p> <p>VIII. Analyses studies on road sub-sector infrastructure status in COMESA Member States in order to identify critical infrastructure bottlenecks that need to be addressed</p> <p>IX. Provides technical advice on project preparation and development for road infrastructure to Member States to facilitate development of road infrastructure according to agreed standards;</p> <p>X. Support short term experts and consultants on road transport assignments; and</p> <p>XI. Performs any other job-related duties as assigned by the Supervisor from time to time</p> |  |
|--|--|--|

- **WORKING LANGUAGE REQUIREMENT FOR ALL THE THREE (3) POSITIONS**

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.

- **WOMEN ARE HIGHLY ENCOURAGED TO APPLY**

- **MODE AND DEADLINE OF APPLICATIONS**

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 **MONDAY, 14th April 2025**.

The details of these advertised Job positions and Job application form are available on the COMESA website <http://www.comesa.int/> or MINICOM Website <https://mail.minicom.gov.rw>.



Signed By Antoine KAJANGWE  
Permanent Secretary  
**Date** : 03-3-2025 02:58:32