

VACANCY ANNOUNCEMENT: Communication Officer

Position Title: Communication officer

Location: Kigali

Reports to: Head of Programs

About Association des Guides du Rwanda (AGR)

Association des Guides du Rwanda (AGR) is the national Girl Guiding organization in Rwanda and a member of the World Association of Girl Guides and Girl Scouts (WAGGGS). AGR is dedicated to empowering girls and young women to become responsible citizens and leaders through non-formal education, leadership development, advocacy, community service, and skills development.

To strengthen its communication and visibility efforts, AGR is seeking to recruit a qualified, creative, and dynamic **Communication Officer**.

Position Summary

The Communication Officer will lead the implementation of AGR's communication and visibility initiatives to strengthen the organization's public image, increase stakeholder engagement, and showcase program impact. The successful candidate will support internal and external communications, digital platforms, media engagement, advocacy campaigns, donor visibility, and documentation of organizational achievements.

Key Responsibilities

The successful candidate will:

- Develop and implement AGR's communication and visibility strategy.
- Prepare annual communication plans aligned with organizational priorities.
- Ensure consistent application of AGR's branding guidelines.
- Produce high-quality communication materials including newsletters, press releases, brochures, success stories, reports, speeches, presentations, and promotional materials.
- Document project achievements through photography, videos, beneficiary stories, and multimedia content.
- Manage and regularly update AGR's website and social media platforms.
- Develop engaging digital content calendars and increase online engagement.
- Coordinate media relations, press conferences, interviews, and public events.
- Monitor media coverage and prepare media monitoring reports.

- Support advocacy and awareness campaigns on girls' leadership, gender equality, SRHR, climate resilience, peacebuilding, child protection, and youth empowerment.
- Facilitate internal communication among staff, volunteers, governance structures, and members.
- Ensure donor communication and visibility requirements are met.
- Contribute communication content to donor reports and funding proposals.
- Track communication performance indicators and prepare monthly, quarterly, and annual communication reports.
- Maintain a repository of communication products and organizational knowledge.

Qualifications and Experience

Applicants should possess:

- A Bachelor's Degree in Communications, Journalism, Public Relations, Media Studies, Marketing, Development Communication, or a related field.
- Additional training in digital communication, graphic design, photography, videography, or public relations is an added advantage.
- At least **three (3) years of relevant professional experience** in communications, preferably within an NGO, development organization, or international organization.
- Excellent written and verbal communication skills in **English**. Knowledge of **French** and **Kinyarwanda** is an added advantage.
- Experience managing organizational websites and social media platforms.
- Strong photography, videography, storytelling, and content development skills.
- Proficiency in Microsoft Office and communication design tools such as Canva and Adobe Creative Suite is an advantage.
- Ability to manage multiple priorities while meeting deadlines.

Competencies

The ideal candidate should demonstrate:

- Excellent interpersonal and networking skills.
- Creativity and innovation.
- Strong organizational and planning skills.
- High level of integrity and professionalism.
- Attention to detail.
- Ability to work independently and collaboratively.
- Commitment to gender equality, child safeguarding, and the mission and values of Girl Guiding.

How to Apply

Interested candidates should submit the following documents:

- A cover letter addressed to the Executive Director.
- An updated Curriculum Vitae (CV).
- Copies of academic and professional certificates.
- Contact details of three professional referees.

Applications should be submitted electronically to info@rwandagirlguides.org with the subject line:

Application – Communication Officer

Application Deadline: July 28, 2026

Only shortlisted candidates will be contacted.

