



## **Background**

Rwanda Media Commission (RMC) is the institution responsible for Media Self-Regulation in Rwanda. Its mandate is contained in Media Law N° 02/2013 of 08/02/2013 especially Article 2, paragraph 20 that defines media self regulation and the circumstances the body is put in place. In particular, the body enforces the journalistic code of ethics, acts as the primary and highest adjudicator of complaints against the media, represents the broader interests of journalists and defends media freedom and media consumers in general.

In order to meet its mandate, the RMC is seeking to recruit an experienced, self-motivated and managerially effective individuals to fill the following positions.

**Terms of Reference for RMC Staff Recruitment**

<b>1</b>	<b>Post</b>	<b>Duties</b>	<b>Qualifications</b>
	<b>Administrative Assistant</b>	<ul style="list-style-type: none"> <li>- maintain schedules and calendars of his/her supervisor</li> <li>- prepare and manage correspondence, reports and documents</li> <li>- organize and coordinate meetings, conferences, travel arrangements</li> <li>- implement and maintain office systems</li> <li>- arrange and confirm appointments</li> <li>- organize internal and external events</li> <li>- handle incoming mail and other material and ensure immediate delivery to appropriate personnel</li>   <li>- communicate verbally and in writing to answer inquiries and provide information</li> <li>- coordinate the flow of information both internally and externally</li> </ul>	<ul style="list-style-type: none"> <li>- A1 in Secretarial studies or Management or Public Administration with 2 years of working experience in the same field;</li>   <li>- Excellent communication skills</li>   <li>- Interpersonal skills and service mindedness essential</li> <li>- Be of Rwandan nationality</li> </ul>
<b>2</b>	<b>Post</b>	<b>Duties</b>	<b>Qualifications</b>
	<b>Finance and Administration</b>	<ul style="list-style-type: none"> <li>- Manage the activities related to Finance, Accounting, Human Resources and Audit of the Rwanda Media Commission.</li> <li>- Timely production of all financial statements as</li> </ul>	<ul style="list-style-type: none"> <li>- A degree in Accounting and Finance from a recognized</li> </ul>

	<b>officer</b>	<p>per recommended formats required by the financing agreements</p> <ul style="list-style-type: none"> <li>- Management of Rwanda Media Commission bank account</li> <li>- Payment of suppliers' invoices upon approval;</li> <li>- preparation of payments by cheques, petty cash or any other legal method;</li> <li>- daily, weekly and monthly follow-up of the bank account to avoid any disruption of the activities;</li> <li>- assist in monitoring of budget execution;</li> <li>- preparation of requisitions for procurement and payments;</li> <li>- identify and initiate request of funds from funders;</li> <li>- preparing staff salaries' situation and their regular contribution to Rwanda's Social Security Fund;</li> <li>- following up the declaration of PAYE , VAT and other taxes to RRA;</li> <li>- Perform any other assignment in the field of his/her competences as may be reasonably assigned by his/her immediate supervisor.</li> </ul>	<p>institution;</p> <ul style="list-style-type: none"> <li>- Practical experience of at least 3 years in financial management and accounting procedures;</li> <li>- A good knowledge of computer applications in the above related matters.</li> <li>- Fluent in English or French (reading, writing and speaking) with a very good knowledge of the second language (French or English);</li> <li>- Be of Rwandan nationality.</li> </ul>
<b>3</b>	<b>Accreditation &amp; Monitoring Officer</b>	<ul style="list-style-type: none"> <li>- Receive and process applications press accreditation from Rwandan journalists and foreign journalists working in Rwandan media outlets;</li> <li>- Monitor all media content produced on TV, radio and newspaper in all media outlets;</li> <li>- produce regular reports and updates of cases received and analysed for the Board members to consider and approve;</li> <li>- Perform any other assignment in the field of his/her competences as may be reasonably assigned by his/her immediate supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>- A degree in Communication or Journalism from a recognized institution;</li> <li>- Practical experience of at least 3 years in Media outlet at Editor's level;</li> <li>- A good analytical knowledge of media stories and outputs</li> <li>- computer knowledge</li> <li>- Fluent in English or French with a</li> </ul>

			<p>very good knowledge of Kinyarwanda</p> <ul style="list-style-type: none"> <li>- Be of Rwandan nationality.</li> </ul>
	<b>Post</b>	<b>Duties</b>	<b>Qualifications</b>
<b>4</b>	<b>Executive Secretary</b>	<ul style="list-style-type: none"> <li>• Deploying, managing, supervising and evaluating all the employees of the Commission on behalf of the Board of Directors;</li> <li>• Participating in development of the Commission’s vision and strategic plan;</li> <li>• Raising funds for the commission and managing the daily use of finances;</li> <li>• Preparing annual budgets for the Board and the General Assembly of all journalists and media owners to approval;</li> <li>• Acting as the main technical and professional advisor to the Board of Directors and individuals Commissioners;</li> <li>• Developing operational work plans for the Commission in line with its strategic plan and vision/mission;</li> <li>• Drafting policies and procedures for approve by the Board while ensuring that the Board is well updated on the secretariat’s daily work and where intervention is needed;</li> <li>• Receiving, evaluating and deciding whether complaints received by the Commission have sufficient ground to be presented to the Ethics Committee/Board;</li> <li>• Offering technical support to the Ethics Committee/Board especially in the preparation of cases for adjudication or as may be required by the Board Chairperson;</li> <li>• Ensuring cordial, efficient and effective working relationship between the Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>• Masters degree in management, public administration, Business or entrepreneurship) ;</li> <li>• Experience working with development partners, fundraising, managing projects or business enterprises;</li> <li>• Fluency in English and Kinyarwanda;</li> <li>• Minimum of 5 years in a senior management position in a reputable organization</li> </ul>

		<p>and the Commissioners;</p> <ul style="list-style-type: none"> <li>• Acting as the custodian of the documents and properties of the Commission;</li> <li>• Representing the Commission where necessary and performing any other functions as may be determined by the Chairperson of the Commission or the Board</li> </ul>	
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**Requirements:**

1. Application letter addressed to the Chairman, Rwanda Media Commission
2. Detailed CV including names and telephone contacts of two reference persons
3. Copies of academic Certificates.
4. Copy of the national identity card.
5. Applications must reached Rwanda Media Commission office near Sports View Hotel Remera, not later than Monday 16 December 2013, 17:00 PM.

The date for the interview shall be communicated to the selected candidates.

Kigali, 03<sup>rd</sup> December 2013

Muvunyi Fred

Chairman,

RWANDA MEDIA COMMISSION

SELF REGULATORY BODY