

VACANCY ANNOUNCEMENT

Rwanda Broadcasting Agency (RBA) is a Public Broadcaster with a mission of "Providing quality content that meets the needs of the audience and promotes cultural values, socio-economic development and citizen participation". RBA wishes to encourage all qualified, hard working and interested professional candidates to apply for the following positions:

JOB TITLE: TV PROGRAMS PRODUCER/PRESENTER

NUMBER OF POSITIONS: 3

EMPLOYMENT TERMS: PERMANENT

JOB DESCRIPTIONS

- Produce at least one local program a week;
- Write scripts to be submitted in the production meeting for discussion;
- Work with cameramen to shoot programs;
- Edit or work with editors for final editing of shows;
- Direct and/or Present live broadcasts;
- Drawing up shooting schedules;
- Advise the in charge of Production on new programs or updates of current programs,
- Ensure that all legal requirements of live broadcasts production are closely observed,
- Perform any other duties assigned by the immediate supervisor.

JOB PROFILES:

Degree in any field with 3 yrs experience in TV Production or diploma in journalism or Communication with 5years experience with excellent performance record.

SPECIFIC KNOWLEDGE REQUIRED

The candidates should have excellent communication, reporting and presentation skills. Fluency in written and spoken French & English is essential. Knowledge of Kinyarwanda is an added advantage.



JOB TITLE: TV PROGRAMS PRODUCER/PRESENTER -SPORTS

NUMBER OF POSITIONS: 1

EMPLOYMENT TERMS: PERMANENT

JOB DESCRIPTIONS

- Prepare subjects for Sports talk shows and make extensive research on them;
- Perform live sports programs on TV, or any other RBA Platform,
- Streamline the talk show to meet target audience's expectations;
- Avail weekly production program subjects and their sources of information;
- Generating and researching ideas for sports shows;
- Developing content, writing material for scripts, bulletins and links;
- Work with cameramen to shoot programs;
- Edit or work with editors for final editing of your shows;
- Direct and/or Present live broadcasts;
- Advise the in charge of Production on new programs or updates of current programs,
- Ensure that all legal requirements of live broadcasts production are closely observed,
- Perform any other duties as assigned.

JOB PROFILES:

Degree in any field with 3 yrs experience in TV Production or diploma in journalism or Communication with 5years experience with excellent performance record.

SPECIFIC KNOWLEDGE REQUIRED

The candidates should have excellent communication, reporting and presentation skills. Fluency in written spoken French & English is essential. Knowledge of Kinyarwanda is an added advantage.

JOB TITLE: PROGRAMS PRODUCER/ PRESENTER- RADIO RWANDA

NUMBER OF POSITIONS: 2

EMPLOYMENT TERMS: PERMANENT

JOB DESCRIPTIONS

- Prepare subjects for talk shows and make extensive research on them;
- Perform live sports programs or any other show basing on the guidelines of the superiors;
- Streamline the talk show to meet target audience's expectations;



- Avail weekly production program subjects and their sources of information;
- Generating and researching ideas for shows;
- Developing content, writing material for scripts, bulletins and links;
- Selecting music appropriate to the programme, the audience and the station;
- Undertaking editing, interviewing and reporting duties as necessary;
- Presenting programmes for both pre-recorded and recorded output;
- Using technology, such as adobe audition etc, for editing and production purposes;
- Perform any other activities as requested by the supervisors in the institution.

JOB PROFILES:

Degree in any field with 2yrs working experience in related field, or Diploma in Journalism & Communication with 4yrs working experience.

SPECIFIC KNOWLEDGE REQUIRED

The candidates should have excellent communication, reporting and presentation skills. Fluency in written and spoken Kinyarwanda is essential. Knowledge of French, English and Kiswahili is an added advantage.

JOB TITLE: PROGRAMS PRODUCER/ PRESENTER -MAGIC FM

NUMBER OF POSITIONS: 1

EMPLOYMENT TERMS: PERMANENT

JOB DESCRIPTIONS:

- Perform live talk show programs basing on the guidelines of the superior;
- Prepare program that match with that talk show;
- Prepare texts that assist him/her in that talk show;
- Searching for guiding themes in talk shows and to hand over them to his superiors for collective final approval;
- Prepare subjects for talk shows and make extensive research on them;
- Streamline the talk show to meet target audience's expectations;
- Avail in every weekly production meeting his/her future program subjects and their sources of information;
- Generating and researching ideas for programmes;
- Developing content, writing material for scripts, bulletins and links
- Selecting music appropriate to the programme, the audience and the station;
- Presenting programmes for both pre-recorded and recorded output;

- Contributing and making use of an archive of audio resources which can be re-used;
- Responding to audience feedback;
- Producing and making use of user-generated content;
- Using technology, such as Adobe Audition etc, for editing and production purposes;
- Perform other duties assigned by the supervisor.

JOB PROFILES:

Degree in any field with 2yrs experience in related field, or Diploma in Journalism & Communication with 4yrs working experience.

SPECIFIC KNOWLEDGE REQUIRED:

The candidates should have excellent communication, reporting and presentation skills. Fluency in written and spoken Kinyarwanda is essential. Knowledge of French, English and Kiswahili is an added advantage.

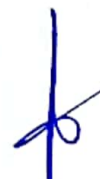
JOB TITLE: DRIVER

NUMBER OF POSITIONS: 2

EMPLOYMENT TERMS: CONTRACT

JOB DESCRIPTIONS:

- Drive RBA vehicles and execute tasks as assigned by the supervisor,
- Follow the rules and regulations of driving RBA vehicles at all times,
- Ensure the safety and security of vehicle, staff and equipment, ensuring that road discipline and traffic rules are observed,
- Manage the day-to-day maintenance of the assigned vehicle to ensure roadworthiness before departure. This includes daily check of tyres, brakes, engine oil, fan belt, etc. Ensure cleanliness of the vehicle at all times.
- Fill in the inspection sheet of vehicle status and share with the supervisor. Report promptly any defects or malfunctioning of the vehicle that requires immediate attention,
- Ensure that in case of accident, supervisors are informed and a police report is obtained,
- Maintain and fill the vehicle log book including the fuel status,
- Ensure that the keys are returned to the office at the end of the day,
- Ensure that a vehicle have sufficient fuel and availability of all documents including vehicle insurance, vehicle registration, fire extinguisher and necessary spare parts in the assigned vehicle;
- Perform such other duties as may be assigned.



JOB PROFILES:

Valid driving license (B, C class) with 5yrs working experience.

CORE COMPETENCIES:

- The candidate should have communication skills in Kinyarwanda language, knowledge of English and French is an added advantage
- Basic knowledge of vehicle maintenance and repairs,
- Flexible in terms of working hours,
- Client Orientation – works effectively well with Staff and stakeholders
- Professionalism – displays mastery of his/her work,
- Teamwork – contributes to a collegial team environment,
- Performance Management – identify ways and implement actions to improve performance of self and others,
- Accountability – takes responsibility for action and manages constructive criticisms,
- Integrity and transparency- maintains high ethical standards and acts in a manner consistent with Agency's rules and standards of conduct,

JOB TITLE: MAKEUP ARTIST

NUMBER OF POSITIONS: 1

EMPLOYMENT TERMS: PERMANENT

JOB DESCRIPTIONS

- Coordinating with the Producers, Director and the Lighting technicians to get briefed on character descriptions and shooting conditions;
- Sketching makeup looks for all Guests and Hosts;
- Calculating the time required for makeup and informing Directors, Producers and Fixers in advance;
- Designing each character's look, applying makeup products on Hosts or Guests' faces and bodies and using prosthetics to create special makeup effects;
- Coordinate with costume designers and hairstylists to create cohesive looks;
- Inform the Production Manager about tools and products needed;
- Ensure makeup style is consistent during the entire shooting of the Program;
- Cover scars and tattoos as needed;
- Help actors remove makeup and prosthetics;
- Store makeup products and tools safely;
- Perform any other duty assigned by the supervisor.



JOB PROFILES:

Diploma in cosmetology or certificate in any field with 2yrs experience in hair dressing and makeup.

JOB TITLE: SALES EXECUTIVES/AGENTS

NUMBER OF POSITIONS: 18

EMPLOYMENT TERMS: COMMISSION CONTRACT

JOB DESCRIPTIONS:

- Identifying potential new clients,
- Promoting RBA's existing business and introducing new products to the market;
- Meeting or exceeding monthly sales targets,
- Strive to improve customer satisfaction through excellent customer service,
- Develop creative strategies to retain clients including gathering their feedback and incorporating it into the growth plan,
- Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating new sales opportunities,
- Providing after sales services,
- Implementing new sales plans and advertising,
- Answering clients' questions about products, services, prices and availability,
- Preparing weekly and monthly sales reports,

JOB PROFILES:

Degree in Marketing or any other related field with 1 year working experience in a relevant field.

SPECIFIC KNOWLEDGE REQUIRED:

- Excellent oral and written communication skills in Kinyarwanda, English and French,
- Excellent selling and negotiation skills,
- Time management and organizational skills,
- Creative thinking, interpersonal and customer service skills.



HOW TO APPLY:

Interested applicants should submit their application letter; a detailed CV duly dated and signed, copies of Degrees and/or diplomas, a National ID/passport, three professional references and proof of experience.

NB:

- Application without all the above requirements will not be considered,
- Candidates should not apply for more than one position.
- Candidates with Degree/Diploma from abroad will be requested to show the Equivalence from High Education Council (HEC) before any decision is made,
- Please note that only short-listed candidates meeting the required qualifications will be contacted.
- Applications shall be addressed to: The Director General of RBA, through our careers page: <https://rba.co.rw/career>, not later than **Friday 25th June, 2021 at 4:30 pm.**

Kigali on 18th June, 2021.

Arthur ASIIMWE
Director General/RBA

