



IHURIRO RY' IGIHUGU NYUNGURANABITEKEREZO RY'IMITWE YA POLITIKI
FORUM NATIONAL DE CONCERTATION DES FORMATIONS POLITIQUES
NATIONAL CONSULTATIVE FORUM OF POLITICAL ORGANIZATIONS

JOB ANNOUNCEMENT

The National Consultative Forum of Political Organizations (NFPO) would like to recruit qualified and experienced candidate for the IT and Communication Officer position (Level 4.II).

Job title	Specific tasks and responsibilities	Minimum qualification and key competencies
IT and Communication Officer	<p>Under the supervision of the Director of Communication and Committees' Works, the IT and Communication Officer will have the following duties and responsibilities:</p> <ul style="list-style-type: none"> - Providing first IT support to users, troubleshooting and resolving hardware software, audio/visual and connectivity issues; - Installing and maintaining operating systems and application software; - Upgrading and maintaining computer hardware; - Creating and maintain operation, system and user documentation; - Assisting in the maintenance of the IT equipment and NFPO website and those of Political parties' members; - Provide advice to purchase hardware, software and consumables in line with the NFPO administrative and financial procedures Manual; - Provide technical support during the training on ICT and web administration organized for Political parties' members of the NFPO; - Perform maintenance of all NFPO IT Equipements; - Protect data of NFPO from outside infiltration (threats); - Provide IT support for meetings and workshops; - Produce the NFPOs' Monthly Newsletter; - Follow up the management of the NFPO documentation center; - Develop, write and edit communication materials, including press releases, and social media contents 	<p>a) Minimum Qualification</p> <p>Bachelor degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering.</p> <p>B) Key Technical Skills and Knowledge required</p> <ul style="list-style-type: none"> • Excellent communication skills both orally and in writing; • Knowledge of research and development ICT policies and strategies; • Broad understanding of computer systems, computer applications and operating systems; • Wide knowledge of office software applications; • Excellent interpersonal skills; • Report writing and presentation skills; • Computer skills; • Creativity and initiative;

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	<p>to be published through the NFPO website or other channels;</p> <ul style="list-style-type: none"> - Promote communication materials through appropriate social media channels; - Ensure that all communications material aligns with the NFPO mission and Vision; - Maintain digital media archives including photos and videos. 	<ul style="list-style-type: none"> • Good organizational and time-management skills; • Team working skills; • Interpersonal skills; • Effective public relations and public speaking skills; • Interviewing skills; • Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.
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Application procedures:

Interested candidates meeting the above qualifications should submit soft copy of the following documents via E-mail :info@forumfp.org.rw (in one folder) or hard copy to the Central Secretariat of NFPO, located at Kacyiru, not later than **22th July, 2022 at 5:00PM.**

1. Application letter addressed to the NFPO Executive Secretary
2. A filled application obtained from NFPO website on www.forumfp.org.rw
3. Detailed CV including names and telephone contacts of three reference persons
4. Copies of academic Degree
5. A photocopy of National identity card

Only shortlisted candidates will be contacted.

Done at Kigali on 15th July 2022

GISAGARA Théoneste
Executive Secretary

