

PROFESSIONAL INTERNSHIP OFFER
 COMMUNICATIONS INTERN

Type of job	Professional Internship
Short Title of Assignment	Intern - Communications
Contract Type:	Individual
Duty Station	Kigali, Rwanda
Duration	6 months (extendable)
Start Date	15 th March 2021
Applications to be sent to	jobs@iphr-ipdh.org

1. BACKGROUND

Initiatives for Peace and Human Rights (iPeace) is a Rwanda-based non-governmental organization that strives to enhance the culture of peace in the Great Lakes region through human rights and good governance education.

iPeace has the mission to equip communities and individuals living in the Great lakes region with the human rights knowledge and good governance skills needed to build a global culture of peace. In order to attain its mission, iPeace receives funds from different donors to implement various projects that have direct impact on the lives of many people. To ensure the visibility of its impact, iPeace would like to recruit a Communications Intern to implement its communication strategy.

The Communications Intern will support iPeace’s internal and external communications strategy, write and disseminate publicity material, respond to inquiries from the public and media, and coordinate promotional events.

2. SCOPE OF WORK

To succeed as a Communications Intern, you should be able to think creatively, and have excellent communication and interpersonal skills.

Under the direct supervision of the Country Director, the Communications Intern will be in charge of:

- Collaborate with management to develop and implement an effective communications strategy based on our target audience.
- Develop, write, edit, and distribute content, including publications, press releases, website content, blog posts, social media content, annual reports, speeches, and other marketing material that communicates the organization's activities, products and/or services.
- Respond to media inquiries, arrange interviews, and act as a spokesperson for the organization.
- Establish and maintain effective relationships with journalists, and maintain a media database.
- Seek opportunities to enhance the reputation of the brand, and coordinate publicity events as required.
- Maintain records of media coverage and collate analytics and metrics.
- Proficiency in design and publishing software.
- Develop escalation protocols for managing communication crises, should they arise
- Performing any other relevant task assigned by iPeace management.

3. SKILLS REQUIRED

The following skills are required from a person applying for the Communications Intern position

- Knowledge of Adobe PhotoShop, InDesign, and Illustrator is an asset
- An interest in human rights and justice
- Excellent verbal, written, and interpersonal skills.
- Good time management, organizational skills and the ability to juggle multiple projects simultaneously
- Proficient in Microsoft Office, content management systems, and social media platforms.
- Understanding of communications, public relations and marketing best practices
- Ability to think strategically and identify ways to improve communication efforts
- Must be resourceful and take initiative even when given minimal direction
- The ability to absorb, analyze and summarize large amounts of information
- A high level of accuracy and attention to detail

4. QUALIFICATIONS

The needed qualifications are:

- A Bachelor's degree in Communications, Journalism, or related field recognized university (students who have completed all their classes and final dissertation waiting for graduation are eligible to apply).
- Good command of written and spoken English with very good proficiency in Kinyarwanda.

5. INTERNSHIP HOURS AND CONDITIONS

At iPeace, we are aware that most of university fresh graduates face a big challenge related to their lack of professional experience before they get their first job. That is why iPeace has established a professional internship scheme to provide hands-on experience to talented graduates to prepare them for a career in non-profit organizations.

The Intern would normally work a standard number of hours per week in accordance with iPeace rules and policies. The professional internship is non salaried position. However, a modest stipend will be provided to cover basic needs of the intern such as transport, lunch, communication, etc. The intern will be subjected to same professional requirements and standards as iPeace staff.

6. HOW TO APPLY

iPeace invites qualified candidates to apply for this position by providing the following as **one single PDF** attachment:

- (a) A one-paged motivation letter
- (b) Most updated Curriculum Vitae highlighting key qualifications for the position (2 pages Max) with two references preferably most recent lecturers, supervisors or mentors (email and phone numbers)
- (c) Notarized copy of the most qualifying degree/certificate

Applications must be sent electronically to jobs@iphr-ipdh.org not later than **5th March 2021 at 17:00** local time (Kigali- Rwanda) and specifically mentioning "**Communications Intern Position**" in the subject. Short- listed candidates shall be invited for an interview. No phone calls accepted.

Applications from female candidates are highly encouraged.

7. EQUAL OPPORTUNITY & NO CORRUPTION

iPeace is proud to be an Equal Employment and Opportunity and Affirmative Action Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), gender identity, age,

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status as individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, competence, and result-delivery need.

iPeace conducts its activities professionally, with integrity and in compliance with laws of those jurisdictions. As part of its commitment to ethical practices, iPeace does not tolerate acts of bribery or corruption. No person, agent or organization has been mandated by iPeace to receive, orient or facilitate any job application nor is there any fee whatsoever to submit, review, or assess a job application. Any promise/threat by whoever to positively or negatively influence a job application process is null and void.

Done at Kigali, on 20 February 2021

Paulin Muhozi
Country Director