



## **Job Advert**

**April 10, 2024**

**Position:** IT and Communication Officer

### **About EPD:**

Energy Private Developer's association is a registered professional association in Rwanda, regrouping private companies operating in the energy sector. It is one of the 5 associations composing the Chamber of Industry under the Private Sector Federation (PSF) of Rwanda. EPD focuses on the advocacy of its members, encouraging collaborations and partnerships for the development of energy sector in Rwanda.

### **Purpose:**

The purpose of this position is to work closely with the EPD team at Energy Private Developers Association (EPD) to develop and provide marketing and communication planning, content, and resources for EPD staff and its members. This position will design and deliver written communications, digital signage, presentations, posters, and signs; collaborate with business development and operations management to plan project communication strategies; manage EPD's social media and web presence; manage outage and maintenance notifications; and utilize analytics and metrics to assess engagement and success withing a cycle of continuous improvement.

### **Level Scope:**

Fully competent and productive professional contributor who applies acquired job skills, policies and procedures to complete substantive assignments/projects/tasks of moderate scope and complexity. Works independently with general supervision; exercises judgement within defined guidelines and practices to determine appropriate action.

### **Minimum Qualifications:**

- Bachelor's degree or equivalent diploma in Information, Communication, and Technology (ICT)

### **Knowledge, Skills, and Abilities:**

- Experience working with WordPress and HTML or other computer programming languages
- Experience planning, developing, and executing communications within a strategic project framework.
- Experience with screen recording and designing tools,
- Skilled in using tools for making good quality Video and Photographies of the events
- Ability to create sounding events' content for social media posts (e.g: on Twitter, etc..)
- Experience in planning and developing marketing promotions for products and services.
- Excellent communication skills (Oral and Written), interpersonal, and organizational skills are required
- Demonstrated ability to present and explain complex technical topics, problems, and alternative solutions to others.



- Ability to set up Conference or Meeting room for Hybrid meetings and other necessities of the meeting.

### **Key Responsibilities**

The IT & Communication Officer will:

- Coordinate, write, edit, manage, and publish content for EPD websites
- Collaborate Closely with a variety of stakeholders, both internal and external, on all aspects of communication projects.
- Manage EPD Social media presence
- Represent EPD in cross- functional meetings with external departments and areas
- Work with department colleagues to develop communication strategies for EPD projects
- Execute communication plan items for internal EPD projects.
- Collaborate with graphic designers to design and deliver both virtual and physical image content
- Assess engagement and value of EPD online content via analytics and established metrics within a cycle of continuous improvement.
- Perform other duties as assigned including but not limited to database building and so on.

### **Required documents:**

- CV or Resume
- Degree or equivalent diploma
- Application Letter of interest
- Supporting documents (e.g: Certificates, etc..) – Optional

### **Address to :**

- Energy Private Developers Association (EPD), CEO.
- [serge@epdrwanda.com](mailto:serge@epdrwanda.com), put in copy: [emmanuel@epdrwanda.com](mailto:emmanuel@epdrwanda.com) and [info@epdrwanda.com](mailto:info@epdrwanda.com)

### **Deadline for submission:**

- **April 17, 2024.**

**-END- Thank You!**