

JOB ADVERTISEMENT – COMMUNICATION OFFICER

JOB TITLE: **Communication Officer**
DEPARTMENT: **Commercial**
SECTION: **Promotions & Communications**
LOCATION: **Kigali International Airport**

1. Job Purpose

The Communication Officer is responsible for maintaining and enhancing the company's reputation for quality, reliability, and customer satisfaction. The role manages the airline's public relations aspect and handles all communications sent to the public.

2. Key Duties & Responsibilities;

- Implement and constantly review the airline's corporate communication strategy to achieve the highest level of effective communication, customer preference, and satisfaction
- Manage the airline's brand and reputation from strategic planning to tactical activities with partners
- Develop and maintain regular publications such as newsletters, releases, and email announcements, inflight magazines for both internal and external communities;
- Develop, write, and edit communications and marketing materials (blog posts, press releases, speeches)
- Conduct and disseminate market research info for product development and positioning.
- Attend all appointed meetings and events and prepare reports.
- Brainstorm with the team on new ideas and content
- Follow up payments with suppliers and internally with Finance.
- Developing PR strategies and campaigns
- Establishing and maintaining effective relationships with journalists and maintaining a media database
- Seeking opportunities to enhance the reputation of the brand and coordinating publicity events as required
- Any other duties assigned by the supervisor

3. Desired Profile: Required education, Experience, and Abilities;

- Bachelor's degree in Marketing, Communications, Journalism, Public Relations;
- At least two (2) years of experience handling marketing communications projects;
- Experience in handling corporate social media accounts;
- Excellent verbal, written, and interpersonal skills;
- An excellent command of English, French and Kinyarwanda languages (written and verbal) is required;
- Proficiency in Microsoft Office;
- Ability to respond quickly to change;
- Good time management and organisational skills;



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- Ability to work in a multi-cultural environment;
- Creative and innovative;
- Must be a team player and eager to learn

4. How to Apply:

- An application letter addressed to the Chief HR & Administration Officer;
- Recent Curriculum Vitae.
- A photocopy of the Passport/National ID.
- Copies of Degree/Diploma certificates
- Copies of relevant certificates.
- Three referees

The deadline for submitting application documents (**Only PDF Format**) is **July 16, 2024**. Please apply via the link: <https://erecruitment.rwandair.com/>

NB: Only shortlisted candidates will be contacted.