

REPUBLIC OF RWANDA



MINISTRY OF INFRASTRUCTURE

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TRANSIT TRANSPORT COORDINATION
AUTHORITY
OF THE NORTHERN CORRIDOR

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VACANCY ANNOUNCEMENT

1.0 Overview of the Organization

The Northern Corridor Transit and Transport Coordination Authority (NCTTCA) is a Regional Inter-Governmental Institution composed of six (06) Member States of Burundi, DR Congo, Kenya, Rwanda, South Sudan and Uganda. The objective is to monitor the Corridor Performance and transform the Northern Corridor into a Development Corridor, making it seamless, efficient and smart. The Northern Corridor's Permanent Secretariat is based in Mombasa, Republic of Kenya.

A vacancy has arisen at the Permanent Secretariat of the NCTTCA as specified below:

2.0. Job Title: COMMUNICATION AND PUBLIC RELATIONS SPECIALIST

Directorate : Executive Secretary's Office.
Salary Grade : P3
Reports to : Executive Secretary.
Contract Duration : Four (4) Years renewable twice.
Job Location : Mombasa, Republic of Kenya.

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2.1. Job Purpose

To develop the NCTTCA's Communication Strategy and assist in coordination of all issues pertaining to technical and administrative functions of the Unit. The officer shall be responsible to the Executive Secretary in providing significant support, advocacy and understanding of the Corridor's capacity and opportunities to the Member States, stakeholders, Development partners and Public at large.

2.2. Duties & Responsibilities:

- a) Develop a NCTTCA communication strategy highlighting responsibility areas for editing and approval of articles for publications and website posting;
- b) Post and keep the NCTTCA website updated with recent developments and events as per its year calendar;
- c) Develop a monthly Newsletter and half-year Transit Monitor, for dissemination of the Secretariat's activities and intervention measures in transport and trade facilitation along the corridor and within member states;
- d) Prepare news briefs for the Executive Secretary whenever requested and advice on appropriate channels for dissemination;
- e) Review and summarize current reports, program planned activities and develop website articles;
- f) Develop guideline for a Advocacy/Publicity and Communication Plan for the Secretariat taking into account its current role and mandate;
- g) In conjunction with Program Heads, develop Brochures and flyers that articulate in brief what NCTTCA does;
- h) Perform any other functions that may be assigned from time to time by the Executive Secretary.

2.3. Qualifications and Experience:

- i. Bachelor's Degree in Communications, Public Relations, Marketing, or Journalism or equivalent in related discipline from a recognized university;
- ii. A Master's Degree in the above areas will be an advantage;
- iii. A minimum of 10 years work experience with at least 5 years in Public Relations or Media Communication in an international or a multilateral environment;
- iv. Demonstrated ability to work with minimum supervision;



- v. Knowledge of Business and Strategic Advocacy is essential;
- vi. Expertise and experience in working with Government and Intergovernmental Organizations.

3.0 Key Skills & Competencies

- i. Work experience and good knowledge or understanding of the communication and Publicity needs of regional/multinational organizations, Inter Governmental Organizations or International Agencies;
- ii. Good report writing and communication skills;
- iii. Must have a good understanding of multimedia/graphics tools and ICT;
- iv. Ability to excel in a fast paced, multifaceted team environment;
- v. High professional integrity and ethical conduct;
- vi. Leadership skills and ability to work in a multi-cultural environment;

4.0 Language Proficiency

Language proficiency in French or English, a working knowledge of the either language is desirable.

5.0 Eligibility Criteria

- i. Maximum age of 45 years at the time of recruitment.
- ii. Appointment terms are 4-year fixed-term contract renewable twice only
- iii. Female qualified candidates are encouraged to apply.
- iv. The position is open to ONLY Rwandese nationals.

6.0 Job Benefits

The post offers attractive fringe benefits including education allowance, a medical scheme, and insurance cover among others.

7.0 How to Apply:

All suitably qualified and interested candidates are advised to send their application letter, detailed curriculum vitae, photocopies of academic certificates, and a copy Passport showing the date of birth. In addition, applicants are required to provide details of at least three referees (not friends), at least one of whom should be most recent Supervisor(s).

Please quote the job title on the application.



NB: Please submit your application electronically and quote the respective Job title on the subject of the email and forward to the address given below:

E-mail: ttca.recruitment@mininfra.gov.rw

Deadline for submission of applications is 18th April 2025, 05:00pm East African Standard Time.

8.0 Short-listing and recruitment of applicants

Applicants that will best meet the criteria for the job will be short-listed and undergo preliminary interview selection and the names of those who will pass preliminary interviews will be submitted to the Executive Committee of the NCTTCA for final interviews and ultimate recruitment by the NCTTCA Secretariat. Files submitted for application shall not be claimed for return to applicants.

9.0 Notification to successful applicants

Applicants that are short-listed for interviews at all stages shall be notified of the same via e-mail and shall be advised of the date of interview for recruitment, as well as the logistics thereto related.

Done at Kigali on... **02 APR 2025**

ABIMANA Fidèle
Permanent Secretary



CC:

- Hon. Minister of Infrastructure
- Hon. Minister of State/MININFRA
KIGALI
- Executive Secretary/NCTTCA
MOMBASA