

## **VACANCY ANNOUNCEMENT: EXECUTIVE ASSISTANT TO THE AMBASSADOR EMBASSY OF RWANDA TO THE NORDICS**

An exceptional opportunity awaits a seasoned professional to join the Embassy of Rwanda to the Nordics as the Executive Assistant to the Ambassador. The position initially encompasses a two-year tenure with the potential for extension, subject to a 6-month probationary period.

### **ABOUT THE ORGANIZATION:**

The Embassy of the Republic of Rwanda to the Nordics is entrusted with representing Rwanda in Sweden, Denmark, Finland, Norway, and Iceland. Our mission is to bolster and fortify bilateral, economic relations, and friendships with the Nordic countries. The embassy delivers services to Rwandan nationals residing in and visiting these countries, as well as to Nordic nationals engaged in visiting, working, and investing in Rwanda.

### **ABOUT THE ROLE:**

This is a full-time position, initially for a two-year term, with the possibility of extension.

Primary Responsibilities of the Executive Assistant include:

- Identifying and evaluating opportunities for bilateral cooperation in the Nordic countries, advising on strategic partnerships and new projects.
- Collaborating with the Ambassador in crafting proposals and identifying strategic partnerships for Rwanda and facilitating continuous capacity-building for embassy staff.
- Managing and coordinating the Ambassador's schedule and agenda, including scheduling, coordination, and travel planning, conference registrations, program, visa, hotel bookings, air tickets, and more.
- Providing comprehensive briefings in advance of the Ambassador's engagements, including meetings, conferences, and events.
- Drafting outgoing emails and correspondence, maintaining relations with all embassy partners.
- Managing an up-to-date contact list encompassing Swedish Government, diplomatic missions, external stakeholders, and other countries within our jurisdiction.
- Assisting in the preparation of official visits by Rwandan Government officials to the Nordics, including related correspondence with MFAs, VIP lounge bookings, and more.
- Preparing content for and facilitating follow-up on strategic meetings, as well as taking minutes during these sessions.
- Creating speeches, presentations, and lectures.
- Promoting Rwanda through embassy social media channels.
- Compiling periodic reports (weekly, monthly, quarterly, and annual) for the Embassy's activities.
- Conducting research and presenting findings on designated or self-initiated topics/projects.

- Identifying influential think tanks and civil society organizations in the Nordics and providing relevant information.
- Coordinating contact maintenance and event organization with Friends of Rwanda.
- Offering analysis and reporting on current political affairs in the Nordics.
- Regularly updating (at least quarterly) country briefs.
- Managing the archiving of all official documents in both physical and digital formats.
- Collaborating closely with colleagues in event management and planning.

#### **DESIRED SKILLS AND EXPERIENCE:**

- Exceptional written and verbal communication skills.
- Proficiency in English and Kinyarwanda; working knowledge of Swedish and French.
- Prior embassy experience is advantageous.
- Conversant with international politics and relations.
- Previous experience in proposal writing.
- Proficiency in communication and social media usage.
- Strong multitasking abilities, adept at prioritizing work and meeting tight deadlines.
- Previous experience in speech writing.
- A team player with a proactive and enthusiastic approach.
- Mature and confident problem-solving attitude.
- Familiarity with media and official communication channels.
- Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint.
- Strong organizational skills, impeccable attention to detail, and the capacity to work independently.
- A bachelor's degree or higher is preferred.

If you meet the aforementioned criteria and are prepared for an exciting and unique challenge within our organization, we encourage you to apply promptly.

Please submit your cover letter and CV to: [ambastockholm@minaffet.gov.rw](mailto:ambastockholm@minaffet.gov.rw) by Friday, September 15, 2023, (midnight deadline). Include at least two professional references in your application.

Only shortlisted candidates will receive notifications within two weeks following the application deadline.