

VACANCIES ANNOUNCEMENT

Rwanda Broadcasting Agency (RBA) is a Public Broadcaster with a mission of “Providing quality content that meets the needs of the audience and promotes cultural values, socio-economic transformation and citizen participation in the digital society”. RBA wishes to encourage all qualified, hard working and interested professional candidates to apply for the following positions:

1. JOB TITLE: SECRETARY/RTV

NUMBER OF POSITIONS: 1

EMPLOYMENT TERMS: PERMANENT

JOB DESCRIPTIONS

- Responsible for handling visitors of the immediate supervisor;
- Ensure proper filing of dossiers and documents in immediate supervisor’s office;
- Handle incoming calls, keep records and make appointments;
- Record files and documents returned by the immediate supervisor office;
- Dispatch correspondences;
- Organize and update the supervisor’s diary;
- Draft letters as per the supervisor’s request;
- Compose and type routine letters, receive and screen visitors;
- Receive phone calls, takes messages, schedules appointments for professional(s) and /or management staff and provide information to callers requiring;
- Establish and maintain office files, indexes, control records, or other information concerning the work under the supervisor’s control;
- Sort, open and distribute incoming mail to staff;
- Perform any other duty as assigned by the supervisor.

JOB PROFILE: A1 in Secretariat, Public Admin, Social sciences or any related field or Certificate in any field with 5years working experience.

2. JOB TITLE: OBVAN DIRECTOR

NUMBER OF POSITIONS: 2

EMPLOYMENT TERMS: PERMANENT

JOB DESCRIPTIONS

- Propose and select cast members and the set or production crew;
- Propose Coverage plan of each production done by OB Van;
- Oversee the production process, including performances, light, and set design;
- Oversee the post-production process, including editing, special effects;
- Ensure that every production stays on schedule and within budget;
- Determine how best to represent a concept visually;
- Determine which photographs, art, or other design elements to use;
- Develop the overall look or style of a production;
- Review and approve designs , artwork and graphics developed by OB Graphics staff;
- Coordinate activities with other Technical and creative departments;
- Submit Reports and coordinate Pre and post production briefings;
- Oversee any related in house production;
- Perform any other duties as proposed by the supervisor.

JOB PROFILE: Degree in any field with 2years experience in a related field, or Diploma in Journalism with 4years working experience.

3. JOB TITLE: GRAPHICS DESIGNERS

NUMBER OF POSITIONS: 1

EMPLOYMENT TERMS: PERMANENT

JOB DESCRIPTIONS

- Plan, conceive, organize and create the logos, adverts, transitions, promos;
- Determining size and arrangement of illustrative material, font style and size;
- Conceptualize, design, and execute a wide variety of creative projects;
- Creative designing projects including promotional items;
- Develop Plan for graphic designing program using a wide range of media, including computer aided design;



- Producing accurate and high quality work;
- Contributing ideas and design artwork to the overall brief;
- Keeping abreast of developments in information technology, particularly design programs;
- Developing design briefs by gathering information and data to clarify design issues;
- Thinking creatively to produce new ideas;
- Perform other duties assigned by the immediate supervisor.

JOB PROFILE: Degree in any field with 1year working experience in graphics designing or creative industry, or

Advanced Diploma (from IPRC) in any field with 2years working experience in graphics designing or creative industry.

OTHER REQUIREMENTS:

- Mastering Adobe after effects, illustrator, Photoshop and premiere Pro;
- Basics in 3D designing software.

4. JOB TITLE: MULTIMEDIA PRODUCER

NUMBER OF POSITIONS: 2

EMPLOMENT TERMS: PERMANENT

JOB DESCRIPTIONS

- Monitor and improve RBA website with a focus on growing online audience by in increase visitors, page views, average time on site visit etc.
- Produce graphics , source material, multimedia content for online communication;
- Perform routine updates of website including but not limited to audio, video promotion packages, photo galleries and other online content;
- Commitment to create an interactive, user centered, intuitive, and sticky environment;
- Keep content focused on marketing and promoting RBA station and websites;
- Updating RBA Social Media sites such as Twitter, Google +and Hangouts as well as Facebook profiles;
- Avoid broken links, broken images etc.
- Maintain a positive attitude to promote RBA core values;
- Perform other duty assigned by the immediate supervisor.

JOB PROFILE: Degree in any field with 2years experiences in related field or Diploma in Journalism & Communication with 4years working experience in online publication and video editing.

SPECIFIC KNOWLEDGE REQUIRED:

The candidates should have excellent Communication and written skills in English, French and Kinyarwanda.

5. JOB TITLE: VIDEO EDITOR/KC2

NUMBER OF POSITIONS: 1

EMPLOMENT TERMS: PERMANENT

JOB DESCRIPTION

- Edit videos and sound for programs and production;
- Ensure the equipment they use are well used and kept;
- Exercise vigilance in Editing according to directions,
- Suggests video treatments for stories and takes part in discussion about when video is appropriate for a story;
- Works with reporters and videographers in completing video field production and post-production for KC2;
- Works with the Assignment Editor, production Editor on editorial oversight of video pieces;
- Ensure quality control for the editing and content of all videos produced;
- Ensure delivery of videos packages to their final destination, including posting to the RBA Website media gallery;
- Monitors equipment use and checkout, as appropriate;
- Attends staff meetings planned by the Program Manager;
- Sign performance contract with immediate supervisor.

JOB PROFILE: Diploma in Electronics & Telecommunication, Computer Science or certificate in any field with 4years experience.

6. JOB TITLE: TV ENGINEER
NUMBER OF POSITIONS: 1
EMPLOMENT TERMS: PERMANENT

JOB DESCRIPTIONS

- Carry out daily maintenance and operation activities (OBVAN, Studios, ENG, EFP and other production programs) ;
- Test, inspect, repair Studio & ENG equipment;
- Fill in preventive and corrective maintenance forms during the visit, adjustments and repair of studio equipment;
- Ensure the operators in master control rooms are well-trained and have the enough skills to run the daily TV operations;
- Perform maintenance activities in the workshop room;
- Carry out the OBVAN production and live activities;
- Report the equipment status to the Head of Maintenance RTV;
- Installation and adjustment for Studio, ENG and EFP equipment;
- Perform any other duties assigned by the supervisors.

JOB PROFILE: Degree in any Electronics and Telecommunications, Computer Science or any other related field.

7. JOB TITLE: RADIO ENGINEER
NUMBER OF POSITIONS: 1
TERMS OF EMPLOYMENT: PERMANENT

JOB DESCRIPTIONS

- Harmonize daily operation activities(OBVAN, and public address system);
- Test inspect, repairs and supervise the installation of studio, ENG equipment;
- Fill in the preventive and corrective maintenance forms during the visit, adjustments and repairs of studio equipment;
- Ensure the master control rooms, OBVAN, studios, and public address system equipment are well-maintained;
- Weekly Report to the Head of Technical Services/Radio;
- Manipulate the test and measurement studio instruments;

- Propose and advise the Head of Technical services/Radio on new technology in studio broadcasting industry;
- Coordinates the OBVAN production and live activities;
- Prepare and present the equipment status report to the Head of technical services/Radio;
- Help to prepare the draft budget for studio equipment;
- Installation and adjustment for studio equipment;
- Help the Head of Technical service/Radio to prepare the annual needed spares;
- Prepare and present the equipment status report to the Head of Technical services/Radio;
- Attend regular meetings organized by the Head of Technical Services/Radio;
- Sign performance contract with the Head of Technical Services/Radio.

JOB PROFILE: Degree in Electronics and Telecommunications, Computer Science or any other related field.

8. JOB TITLE: RADIO OPERATOR

NUMBER OF POSITION: 3

EMPLOMENT TERMS: PERMANENT

JOB DESCRIPTIONS

- Participate and perform the daily activities (OBVAN, Studios and simultaneous translation, editing and sound system);
- Run the daily Radio programs operations;
- Fill in the operation forms after finishing the work assigned;
- Weekly Report to the Head of Technical Services/ Radio;
- Manipulate the Radio ,OBVAN, simultaneous and public address system equipment;
- Prepare and present the equipment status report to the Head of Technical Service/ Radio;
- Perform other duty assigned by the immediate supervisor.

JOB PROFILE: Diploma in electronics &telecommunication, computer science, electricity or certificate in field with 5yrs working experience.



9. JOB TITLE: TRANSMISSION ENGINEER

NUMBER OF POSITIONS: 2

EMPLOYMENT TERMS: PERMANENT

JOB DESCRIPTIONS

- The Transmission Engineer will be responsible for testing, inspecting, installation, repairing and manipulating FM&TV transmitters;
- Manipulate the test and measurement instruments for RF signals;
- Operates the remote management system for diagnostics of transmitter;
- Define coverage spectrum of Radio, TV using dedicated software;
- Monitoring and controlling daily transmission activities, installation and adjustment of satellite upload/download infrastructure facilities etc.

JOB PROFILE: Degree in Electronics and Telecommunication, Computer Science or any other related field.

HOW TO APPLY:

Interested applicants should submit in their application letter; a detailed CV, copy of Degree or diploma, a National ID/passport, and proof of experience to the Director General of RBA, through RBA career page: <https://rba.co.rw/akazi>, explaining why you think you would be suitable for the position.

All qualifications claimed must be substantiated with diplomas, certificates or other relevant documents.

NB:

- **Application without support documents will not be considered,**
- **Female candidates are encouraged to apply,**
- **Please note that only short-listed candidates meeting the required qualifications will be contacted,**
- **Application deadline is Friday 13th June 2025 at 5:00 pm.**

Kigali, on 3rd June 2025.

BARORE Cléophas
Director General/RBA

