



Republic of Rwanda
Rwanda High Commission - Zambia

VACANCY ANNOUNCEMENT

The High Commission of the Republic of Rwanda in Zambia with jurisdiction to Malawi wishes to recruit a Communications Officer to support the High Commission in all day-to-day communications matters.

Job Offer: Communications Officer

Type: Full Time Job

Location: Lusaka, Zambia

Job Description

- Work closely with the Office of the Government Spokesperson (OGS) and the Ministry of Foreign Affairs and International Cooperation (MINAFFET) to ensure all communications and branding goals are aligned;
- Follow and prepare daily news briefs on local and international news and expedite flash reports for any breaking news relevant to Rwanda;
- Capture weekly highlights of the High Commission activities
- Develop and manage an effective media outreach programme based on the High Commission's plan of action.
- Draft press releases and ensure the production of other creative materials as needed
- Speech, article and editorial writings
- Manage and update the High Commission's website and all digital platforms
- Manage and maintain regular media relations
- Prepare and update country brief
- Develop and maintain a database of audio-visual content to use on different events
- Carry out any other requested communication-related tasks.

Educational and Experience Requirements:

- A **Bachelor's degree** in Communication, Journalism, Marketing, or ICT, with a **minimum of three (3) years of professional experience** in the communication field; **or**
- A **Master's degree** in any of the aforementioned fields, along with **at least one (1) year of professional experience** in public service, international diplomacy, or a related executive office role.



Other experiences and skills

- Proven high level competencies in writing, audio-visual and social media skills are required;
- Proficiency in social media management and content creation for multi-media platforms
- Conversant with photography and internet aided-research;
- Experience in communications or media related fields, and with a variety of stakeholders both national and international;
- Skills in graphic design (e.g. Adobe Creative Suite) or video production is an added advantage;
- Comprehensive knowledge of Rwandan political environment; foreign policy, laws, regulations and procedures;
- Strong written, oral and non-verbal communication skills;
- Solid critical thinking and analytic skills;
- Solid organizational, planning and time management skills;
- Strong interpersonal and conflict management skills;
- Solid work ethics;
- Able to build, maintain and leverage on networks;
- Be detail and results-oriented, accountable, flexible, creative, trustworthy

Languages

- The applicant must be fluent in English and some of local languages (Nyanja, Bemba, Tonga and Lozi, and knowledge of French and Kinyarwanda is an added advantage.

Application process

- To apply for this vacancy, kindly send your cover letter and Curriculum Vitae (CV) exclusively via e-mail: ambalusaka@minaffet.gov.rw and copy gikalisa@minaffet.gov.rw

Note: The High Commission shall only correspond with short-listed candidates.

Deadline for application: 06th February 2026

Done in Lusaka on 23rd January 2026

