

**Background:**

Good Neighbors International (GNI) is an international humanitarian and developmental organization in general consultation status with UN ECOSOC operating in over 50 countries around the world. GNI in Rwanda is legally registered and has endeavored to improve Education, Health, WASH Food Security and Nutrition, Child Rights and Protection, Economic Empowerment, Inclusive Communities, Sustainable Environment and Humanitarian Assistance in 20 districts (Gasabo, Kicukiro, Nyarugenge, Kamonyi, Gisagara, Nyamagabe, Nyaruguru, Bugesera, Rwamagana, Kayanza, Ngoma, Kirehe, Gatsibo, Nyagatare, Gicumbi, Rulindo, Musanze, Burere and Gakenke).

The Communications Officer will serve as the primary architect of GNI Rwanda's public presence. This role is designed to strengthen the organization's visibility, credibility, and engagement with donors, partners, beneficiaries, and the general public both nationally and internationally.

The Communications Officer will combine strategic communication, digital media management, compelling storytelling, graphic design, and fundraising support into a cohesive function that drives awareness, trust, and resource mobilization for GNI Rwanda's programs. The selected candidate is expected to operate as a creative professional with strong organizational discipline equally at home in a field setting capturing stories as in an office producing polished, donor-ready content.

**1. Communications Officer 1 (Location: GNI Head Office, Kigali – Rwanda)****1. Key Responsibilities****A. Strategic Communications & Organizational Visibility**

- Develop, implement, and regularly review GNI Rwanda's communications and visibility strategy.
- Manage and consistently update the GNI Rwanda website, social media channels, and other digital platforms.
- Produce high-quality stories, articles, human-interest features, and success narratives from field activities.
- Ensure strict adherence to GNI branding guidelines across all communication and visibility materials.
- Build and maintain productive relationships with media houses, journalists, and communication partners.

**B. Digital Media & Content Creation**

- Capture and professionally edit high-quality photos and videos from project sites and community activities.
- Produce short documentaries, project highlight videos, and shareable social media content.
- Design infographics, brochures, banners, annual reports, and other branded promotional materials.
- Plan and manage digital campaigns to grow audience engagement, reach, and organizational visibility.

**C. Fundraising & Resource Mobilization Support**

- Contribute communication inputs, case studies, and visibility sections to concept notes, proposals, and donor reports.
- Develop compelling visibility packages and materials to support fundraising campaigns and donor engagement events.
- Document and present impact evidence stories, data, and visuals to strengthen resource mobilization efforts.
- Maintain an organized, accessible database of success stories, photographs, videos, and beneficiary testimonials for donor use.

**D. Public Information & Stakeholder Engagement**

- Support the planning and execution of events, workshops, field visits, and media engagements.
- Prepare clear and appropriate public information materials for government stakeholders, partners, and local communities.

- Ensure timely, accurate, and consistent dissemination of information to both internal and external audiences.

## **E. Monitoring, Learning & Reporting**

- Track and analyze communications performance metrics, including website traffic, social media reach, and engagement rates.
- Produce concise monthly and quarterly communications performance reports for management review.
- Maintain a well-organized digital archive of all communication assets, ensuring easy retrieval and version control.

## **2. Required Qualifications & Experience**

### **Education**

- Bachelor's degree in Communications, Journalism, Public Relations, Marketing, Graphic Design, or a closely related field.

### **Professional Experience**

- Minimum 5 years of professional experience including 3 years in related field
- Professional experience in communications, media, or public information roles.
- Prior experience working with an NGO, UN agency, or international organization is strongly preferred.
- Demonstrated track record in graphic design, professional photography, and video production.
- Proven ability to write compelling content and tell human-centered stories for diverse audiences.

### **Language Requirements**

- Fluency in English and Kinyarwanda (written and spoken) is required.
- Working knowledge of French is a distinct advantage.

## **3. Technical Skills & Competencies**

<b>Skill Area</b>	<b>Required Proficiency</b>
<b>Design &amp; Production</b>	Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro); Canva; CapCut
<b>Photography &amp; Videography</b>	Camera operation, lighting, field recording, and professional-grade editing
<b>Digital Platforms</b>	Social media management (Facebook, X/Twitter, Instagram, LinkedIn, YouTube)
<b>Analytics</b>	Google Analytics, Meta Business Suite, or similar analytics platforms
<b>Website Management</b>	WordPress or equivalent CMS content updates, SEO basics, media uploads
<b>Writing &amp; Storytelling</b>	Strong English drafting; narrative writing for donors, reports, and public audiences

## **4. Behavioral Competencies**

- Creativity and a strong visual communication sensibility with attention to detail.

- Excellent interpersonal skills and the ability to build trusted relationships with diverse stakeholders.
- High level of professionalism, integrity, and respect for organizational confidentiality.
- Ability to work independently, manage multiple priorities, and deliver under tight deadlines.
- Collaborative team spirit with enthusiasm for fieldwork and community engagement.

Strong organizational and time-management skills with a proactive, solutions-oriented mindset

### How to Apply

- All interested candidates, who meet the above requirements, kindly submit the CV as follow;

1) Kindly download and fill in the attached '**GNI Application form**'



GNR Application  
format\_Communicat

2) Kindly rename and save the file as '**Name, Position**'

3) Kindly submit the CV, and GNI Application form well filled through email:

[hr.gnr@goodneighbors.org](mailto:hr.gnr@goodneighbors.org) on 28<sup>th</sup> June, 2026 not later than 23:59 pm.

- Only shortlisted candidates will be contacted.

- Good Neighbors International has a zero-tolerance approach to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PS EA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested to work with GNI must ensure that they understand and act in accordance with this clause.

**Done at Kigali on 16<sup>th</sup> June 2026.**

**Hwahyun KIM**  
**Country Representative**  
**Good Neighbors International**