

VACANCY ANNOUNCEMENT

DP World Logistics Rwanda, would like to recruit qualified and experienced **Executive Assistant & Communications Officer**

Job Profile

- Provide comprehensive administrative support to the MD, including managing calendars, scheduling meetings, and coordinating travel arrangements.
- Draft, proofread, and manage communication on behalf of the MD, ensuring timely and professional responses.
- Organize and prepare materials for meetings, take minutes, and follow up on action items as required.
- Assist in the preparation of reports, presentations, and other documents for internal and external stakeholders.
- Anticipate the needs of the MD and proactively manage day-to-day tasks to optimize time and efficiency.
- Develop and implement communication strategies to ensure effective internal communication across all departments, keeping employees informed of key updates and organizational changes.
- Manage external communications on behalf of the MD, liaising with stakeholders, media, and partners as needed.
- Work closely with the marketing team to align communication strategies with DP World Rwanda's brand image, values, and goals.
- Maintain relationships with media outlets, draft press releases, and ensure consistent communication of corporate news, achievements, and other public announcements.
- Assist in organizing internal and external events, conferences, and corporate social responsibility activities, ensuring alignment with DP World Rwanda's public relations goals.
- Build and maintain strong relationships with key stakeholders, including clients, government officials, and industry partners.
- Assist the MD in tracking and coordinating special projects and initiatives, ensuring timely completion.
- Coordinate travel arrangements, including flights, accommodations, and itineraries for the MD and senior leadership team when required.
- Oversee the smooth operation of the executive office, ensuring proper functioning of office equipment, supplies, and administrative systems.
- Assist in monitoring and tracking the budget for the Executive Office, including approving and processing invoices as necessary.

Requirements and Qualifications

1. Bachelor's degree in business administration, Communications, Public Relations, or a related field.
2. Preferable: 1 to 3 years experience in a cooperate company
3. Exceptional written and verbal communication skills in English and Kinyarwanda (French is a plus).
4. Strong organizational and time-management skills with the ability to handle multiple tasks simultaneously.
5. Ability to maintain a high level of professionalism and confidentiality.

How to apply: Interested candidates should send their updated Curriculum Vitae, academic credentials, and application letter addressed to Head of Human Resource DP World Rwanda on info.dpworldkigali@dpworld.com than 13th Janaury 2025.

Juliet NAIGA
Head of Human Resource
DP World Logistics Limited, Rwanda
Kigali Logistics Platform

