



eqUIP INTERNSHIP DESCRIPTION

Job Description	
Job Title : eqUIP Intern	Advertisement Date: 19 th November 2021
Status : Full-Time Internship, 12 months	Supervisor's Title : Commonwealth & Athletes Programs Manager
Department : Administration /Technical operation/Accounting	Compensation : 250 USD per month
Location : Amahoro National Stadium gate 5 Kigali-Rwanda	Final Interview: 10 th December 2021
Education institution : University of Rwanda	Duration: February 2022-January 2023

INTERNSHIP PURPOSE

This is exciting opportunity to be involved with the Commonwealth Games Association Rwanda (CGA-Rwanda) for 12 months working on a wide variety of projects. CGA-Rwanda in collaboration with the Commonwealth Sports foundation is offering 12 months placement opportunity which will be based at the office of the Commonwealth Games Association Rwanda. The placement will appeal to the candidates who are in full-time education or a graduate within the last 12 months in fields of *Physical Education and Sports, Business Information Technology, Information Technology, Business Administration, Accounting and Marketing* representing a high interest in sport. The contract will start in February 2022 with a structured orientation workshop organized by the Commonwealth Sport Foundation. The contract will last a maximum of 12 months.

This placement is part of the eqUIP program which is an initiative of the Commonwealth Sport Foundation (CSF) that runs in partnership with various universities in the 6 continental regions of the Commonwealth.



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ESSENTIAL INTERNSHIP RESPONSIBILITIES

This role involves supporting the CGA-Rwanda on a range of specific projects aimed at improving external relationships and effective communication to a wide audience and technical assistance to the 34 national sports federations and associations.

CGA-Rwanda would like to develop a strong presence and interact with the Rwandan schools and create Commonwealth clubs in different high schools.

Specific duties:

- General Administrative Support.
- Liaison with National Sports Federations with CGA – Rwanda.
- 2022 Commonwealth day Preparation / Event Operations.
- Updating the CGA-Rwanda social media.
- Implementation of the 2022 Game Changers project.
- Assisting in the preparation of the Commonwealth Games Birmingham 2022.

PERSONAL ASSETS & SKILLS

The role is broad and requires many skills in addition to having critical thinking and empathy to others.

The successful candidate will have to be:

- Rwandan
- Passionate about sport
- Confident in doing presentation
- Strong in the design of sports projects
- Strong in written and verbal skills with the ability to work with time sensitive projects



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- Familiar with IT skills including Microsoft Word, Microsoft Excel and Power Point
- Able to manage multiple tasks with very strong interpersonal, organizational,
- Having a strong desire to pursue a career in the field of sports management
- Reliable and accurate
- Between 21-30 years old in full-time education or a graduate within the last 12 months in one of the stated fields.

APPLICATIONS DETAILS

Please send your resume and cover letter by **03rd December 2021 before 5:00 PM** to mujacques92@olympicrwanda.org with copy to cnosr@olympicrwanda.org (Mandatory). Only shortlisted candidates will receive a reply.

Note: The candidate must possess a valid passport.

Done at Kigali, November 19, 2021.

Mukundiyukuri Jean de Dieu
Executive Director



Kajangwe Joseph
Secretary General