



## RWANDA COMMONWEALTH GAMES ASSOCIATION

### eqUIP PROGRAM JOB OPPORTUNITY.

Job Description	
<b>Job Title:</b> eqUIP Intern	<b>Date:</b> December 13 <sup>th</sup> , 2018
<b>Status:</b> Full-Time Internship, 11 months	<b>Supervisor's Name/Title:</b> MUGISHA Jean Jacques/Rwanda CGA Programs Manager
<b>Department:</b> Administration /Technical operation	<b>Compensation:</b> 250 USD per month
<b>Location:</b> Amahoro National Stadium gate 5 Kigali-Rwanda	<b>Duration:</b> January 1 <sup>st</sup> – 31 <sup>st</sup> November 2019

#### JOB PURPOSE

This is exciting opportunity to be involved with the Rwanda Commonwealth Games Association (CGA-Rwanda) for 11 months working on a wide variety of projects.

CGA-Rwanda is offering 11 months placement opportunity which will be based at the offices of the Rwanda Commonwealth Games Association.

The placement will appeal to the candidates who have studied Physical Education and Sports from Kigali Institute of Education representing a high interest in sport.

The contract would start in January 2019 with a structured training session organized by the Commonwealth Games Federation. The contract would last a maximum of 11 month.

Amahoro National Stadium  
(+250) 788 305 729 | PO Box: 2684 Kigali – Rwanda  
cnosr@olympicrwanda.org | www.olympicrwanda.org

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This is a placement opportunity which will be based at the offices of the Rwanda Commonwealth Games Association.

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

### ESSENTIAL JOB 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 33 national sports federations and associations. CGA-Rwanda would like to develop its presence and interact with the Rwandan schools and create Commonwealth clubs in different high schools.

#### Specific duties

- General Administrative Support ( Assist writing CGA official letters and filling)
- Liaison with National federations with CGA – Rwanda.
- Assisting in the preparation of the Commonwealth Games Federation General Assembly 2019.
- Commonwealth day Preparation / Event Operations.
- Updating the Rwanda Commonwealth Games Association social media.
- Developing a plan to raise CGA- Rwanda in schools.

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## PERSONAL ASSETS & SKILLS

The role is broad and requires many skills in addition to possess a **bachelor degree in Physical education and Sports, Business Administration or Business and Information Technology.**

The successful candidate will be:

- Passionate about Rwanda sport;
- Possess IT skills including Microsoft Word, Microsoft Excel and PowerPoint, and be an active user of social media such as Facebook, Twitter, Instagram, etc....;
- Confident in doing presentations / running workshops in schools/colleges
- Project management skills
- Strong written and verbal skills with the ability to work with time sensitive projects
- Requires ability to manage multiple tasks with very strong interpersonal, organizational,
- A strong desire to pursue a career in the field of sports management
- Reliable and accurate
- Between 21-30 years old

## ABOUT equip PROGRAMME

The eqUIP programme is more than the placement of Interns into CGAs; that is one element in a larger programme offering that focuses on addressing the specified needs of a CGA and the development of their tailored plans. Universities across the Commonwealth 6 continental regions will join forces with the CGF to collaborate and work with CGAs to strengthen their organisational capacity in a sustainable manner, to create a training pathway and to develop a knowledge transfer network. The desired outcome of this development

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programme should in turn see an effective improvement in Games team management and the delivery of world class teams to the Games that meets the obligations under the CGAs own constitutions, the CGF Constitution and the Olympic Charter.

### CGA-RWANDA BACKGROUND

The Republic of Rwanda joined the Commonwealth in November **2009** during the Commonwealth Heads of Government Meeting (CHOGM) in Trinidad & Tobago, becoming the association's 54th member.

Having been established on 25<sup>th</sup> January 1984, the Rwanda Commonwealth Games Association / Rwanda National Olympic & Sports Committee, is responsible for the Rwandan participation in both the Commonwealth Games and Commonwealth Youth Games.

The Rwanda National Olympic & Sports Committee works also as the Rwanda Commonwealth Association and they are both under the same administration.

### LOCATION DETAILS

The office is on located at Amahoro National Stadium under gate 5.

### COMPENSATION DETAILS

**Placement allowance** to help with expenses up to 250 USD per month.

### APPLICATION DETAILS

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Please send your resume and cover letter by **December 19<sup>th</sup> 2018** to [mujacques92@olympicrwanda.org](mailto:mujacques92@olympicrwanda.org) with copy to [cnosr@olympicrwanda.org](mailto:cnosr@olympicrwanda.org) (mandatory).

All responses are appreciated, however, only those selected for an interview will receive a reply.

**Note:** The candidate must possess a valid passport.

  
SHARANGABO Alexis

Secretary General

Rwanda Commonwealth Games Association



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