



RWANDA COMMONWEALTH GAMES ASSOCIATION

eqUIP PROGRAM INTERNSHIP OPPORTUNITY.

Internship Description	
Job Title: eqUIP Intern	Advertisement Date: December 09 th , 2019
Status: Full-Time Internship, 12 months	Supervisor's Title: Rwanda CGA Programs Manager
Department: Administration /Technical operation	Compensation: 250 USD per month
Location: Amahoro National Stadium gate 5 Kigali-Rwanda	Duration: February 03 rd 2020 – 29 th January 2021
Education institution: University of Rwanda	

KEYS DATES

TIMELINE	ACTIVITY
From December 09 th 2019	Internship announcement and submission of applications
December 20 th , 2019 at 12:00 PM	Deadline for submission
December 23 rd 2019	Announcement of selected candidates
January 06 th , 2020	First Interview
January 10 th , 2020	Presentation of the project of the 3 pre-selected candidates in the first interview

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

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January 13th, 2020

Final selection

INTERNSHIP PURPOSE

This is an exciting opportunity to be involved with the Rwanda Commonwealth Games Association (CGA-Rwanda) for 12 months working on a wide variety of projects.

CGA-Rwanda is offering 12 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, Business Information Technology, Information Technology and Business Administration representing a high interest in sport.

The contract would start in February 2020 with a structured training session organized by the Commonwealth Games Federation. The contract would last a maximum of 12 months.

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 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 33 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 (writing official letters and filling)
- Liaison with National Sports federations with CGA – Rwanda.

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- Commonwealth day Preparation / Event Operations.
- Updating the Rwanda Commonwealth Games Association social media.
- Developing a plan to raise CGA- Rwanda in schools.
- Assisting in talent detection of the athletes attending the 2021 Commonwealth Youth Games - Trinidad and Tobago
- Assisting in the preparation of Tokyo Olympic Games 2020.

PERSONAL ASSETS & SKILLS

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

The successful candidate will have to be:

- Passionate about Rwanda sport;
- Confident in doing presentation
- Strong written and verbal skills with the ability to work with time sensitive projects
- Familiarity with IT skills including Microsoft Word, Microsoft Excel and PowerPoint
- 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

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University Internship Programme (eqUIP), an internship programme implemented in collaboration with CGAs and local universities in Europe and Africa,

eqUIP was initially piloted in Europe in 2014 and implemented in Africa from 2016 till now.

The aim of the programme is to assist CGAs in the development of their organizational capacity through building relationships with local universities in a continental region who facilitate the placement of local interns for 11-month placements and provide a pathway for the professional development of the intern.

The programme forms part of a more comprehensive approach and initiatives of the CGF of building CGA sustainable capacity and capability as part of improving their human resource management.

The CGF provides the induction, training and monitoring and evaluation of the eqUIP programme and ensures that the job descriptions and subsequent defined objectives are supported by a feasible work plan and subsequent reporting.

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 25th 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.

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LOCATION DETAILS

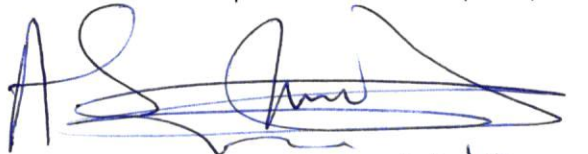
The office is on located at Amahoro National Stadium under gate 5.

APPLICATION DETAILS

Please send your resume and cover letter by **December 20th 2019** to mujacques92@olympicrwanda.org with copy to 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.



05 / Dec.

SHARANGABO Alexis
Secretary General

