



eqUIP INTERNSHIP DESCRIPTION

Job Description	
Job Title: eqUIP Intern	Advertisement Date: December 28 th , 2020
Status: Full-Time Internship, 12 months	Supervisor's Title: Commonwealth & Athletes Programs Manager
Department: Administration /Technical operation	Compensation: 250 USD per month
Location: Amahoro National Stadium gate 5 Kigali-Rwanda	Duration: February 02 nd 2021 – 28 th January 2022
Education institution: University of Rwanda	

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 have studied Physical Education and Sports, Business Information Technology, Information Technology and Business Administration representing a high interest in sport.

The contract will start in February 2021 with a structured orientation workshop organized by the Commonwealth sport Foundation. The contract will last a maximum of 12 month.



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.

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.
- 2021 Commonwealth day Preparation / Event Operations.
- Updating the CGA-Rwanda social media.
- Implementation of the 2021 Game Changers project.
- Assisting in the preparation of activities of Hosting the Queen's Baton Relay
- 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:

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

APPLICATION DETAILS

Please send your resume and cover letter by **11 January 2021** before **12:00 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.



SHARANGABO Alexis
Secretary General