



eqUIP INTERNSHIP DESCRIPTION

Job Description	
Organization: Rwanda Commonwealth Games Association	Advertisement Date: 25 th November 2022
Job Title: eqUIP Intern Number of Interns: 1	Supervisor's Title: Commonwealth & Athletes Programs Manager
Status: Full-Time Internship within a period of 12 months	Stipend: 250 USD per month
Department: IT & Communications Department and Operational and Technical Department	Duration: 1 st February 2023 – 31 st January 2024
Level of Education: Bachelor's Degree	Location: Kigali-Remera, Hallmark Center Building

INTERNSHIP PURPOSE

This is an exciting opportunity to be involved with the Rwanda Commonwealth Games Association (Rwanda-CGA) for a 12-month period working on a wide variety of projects, especially under IT & Communications department.

The Rwanda-CGA in collaboration with the Commonwealth Sports Foundation (CSF) through the Commonwealth Sport (CGF) is offering a 12-month placement opportunity and the internship will take place at the Rwanda-CGA offices in Kigali city.

The placement will appeal to candidates with a strong background in Information and Communication Technology (ICT).

The contract will start in February 2023 with a structured orientation workshop organized by the Commonwealth Sports Foundation and it will last a maximum of 12 months. This internship is part of the eqUIP Programme which is an initiative of the Commonwealth Sports 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 Rwanda-CGA on a range of specific projects aimed at enhancing digital transformation within the Rwanda Sport Movement to accelerate the promotion of high-performance sport, sport for development and peace, fundamental principles, and values of the Commonwealth Sport (CGF) among Rwandans.

Specific duties

- Support with website development/maintenance and software development;
- Providing IT Support and designing branding materials when necessary;
- Support with public relations and designing weekly/quarterly newsletters;
- Support with website and social media management;
- Support and preparatory work for the Commonwealth Day 2023 celebrations and the Trinidad and Tobago 2023 Commonwealth Youth Games.

PERSONAL ASSETS & SKILLS

The role is broad and requires many skills in addition to possessing a **bachelor's degree in Computer Science, Information Technology in Network & Communication Systems, Computer and Software Engineering, Information Technology, or Information Systems.**

The successful candidate must be/have:

- Rwandan;
- Between 21-30 years old;
- Bachelor's degree with at least **Distinction** in Computer Science, Information Technology in Network & Communication Systems, Computer and Software Engineering, Information Technology, or Information Systems;



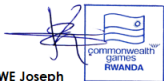
- Linguistic skills: proficiency in spoken and written English and Kinyarwanda; knowledge of another language, such as French is desirable;
- Excellent comprehension skills, organization, and communication skills as well as team ability, cultural sensitivity, and ability to manage multiple tasks;
- Knowledge of Rwanda Sport Movement, International Sports Organizations, and sport as a development tool;
- Creative, Innovative and Ready to do any task assigned by the supervisor;
- Previous professional experience in the context of sports projects will be an added advantage.

APPLICATION DETAILS

To apply, please send your CV, bachelor's degree and motivation letter to rugigana04@olympicrwanda.org with a copy to cnosr@olympicrwanda.org (**mandatory**) and **applications will close at 05:00pm on 09th December 2022.**

Note: Only shortlisted candidates will be contacted.

Done in Kigali, on November 25th, 2022



KAJANGWE Joseph
Secretary General