



# Rwanda Athletics Federation

## JOB VACANCY

### Executive Director of Rwanda Athletics Federation (RAF)

Rwanda Athletics Federation wishes to recruit a qualified and committed manager in the vacant post of Executive Director whose mandate is to lead the organization's activities towards the realization of its mission.

#### Core competencies required

- Developing and implementing strategies aiming to promote the organization's mission and "voice"
- Building an effective team of staff by providing guidance and coaching to the personnel
- Coordinating the process of adopting the proper strategic direction and implementing a quality organizational vision
- Ability to lead and motivate
- Ability to apply successful fundraising and networking techniques
- Taking a holistic approach in managing the organization's operations creatively and with effective communication skills

#### Responsibilities

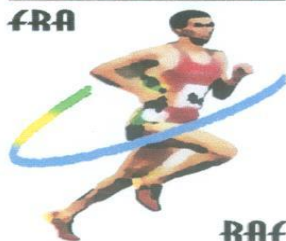
- Develop and implement strategies aiming to promote the organization's mission and "voice"
- Ensure adherence of the organization's daily activities and long-term plans to established policies and legal guidelines
- Direct and oversee development activities planned by RAF as well as the related fundraising efforts
- Forge and maintain relations of trust with shareholders, partners and authorities
- Act as the public relations representative of the federation in ways that strengthen its profile
- Review reports to ensure a good understanding of the organization's financial and non-financial status
- Devise remedial actions for any identified issues and conduct crisis management when necessary

#### Qualification requirements

- Proven experience as in a middle or senior managerial job position for 2 years at least
- Experience in developing strategies and plans



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- Ability to apply successful fundraising and networking techniques
- An analytical mind capable for “out-of-the-box” thinking to solve problems
- Strong organization and leadership abilities
- Excellent communication (oral and written) and public speaking skills
- Minimum qualification of A0 in relevant fields: business administration, education, management, law, social sciences, communication sciences.
- Certified attendance of at least 1 training course in sports leadership or administration/management.

### How to apply

- Apply for the vacancy using a letter addressed to the President of Rwanda Athletics Federation (RAF)
- Complete your application file (CV, ID, degree, certificates/diploma, recommendation letters from reference persons, criminal record)
- Submit your application at RAF Office located at Amahoro Stadium and respect of the closing date which is November 13<sup>th</sup>, 2017 at 5 pm.
- Register on the list of applicants and sign
- Keep the copy of your application letter with the signature of the RAF officer who received you at the submission

### Selection

- Pre-selection of qualified candidates for the recruitment test will be conducted not later than November 16<sup>th</sup>, 2017 and selected candidates will be notified immediately.
- Information regarding what, how and when to sit for the test will be communicated after composing the examination panel on November 21<sup>st</sup>, 2017.

**Done at Kigali November 1<sup>st</sup>, 2017**

**MUNYANDAMUTSA Jean Paul**  
**President**  
**Rwanda Athletics Federation**