

Terms of Reference (ToR)

Position: Projects and Communications Officer

Reports to: Head of Programs

Location: Kigali, Rwanda

Contract Type: Full-time/2-year renewable

1. BACKGROUND

Kigali Public Library (KPL) is an open public platform that inspires communities to read, learn, and discover. We provide access to educational, cultural, and inspirational materials in digital and physical formats. We host and create programs, workshops, and events that foster literacy, creativity, and innovation. As part of its strategic growth, KPL seeks to enhance project execution and communications to strengthen its visibility, impact, and engagement with stakeholders.

2. OBJECTIVE OF THE POSITION

The Projects and Communications Officer will support KPL in planning, implementing, and monitoring projects while managing internal and external communications to ensure the library's programs and initiatives are effectively promoted and delivered.

3. KEY RESPONSIBILITIES

i) Project Management

- Support the design, planning, and implementation of library projects and programs.
- Coordinate project activities, timelines, and deliverables across different departments.
- Monitor project progress, prepare regular reports, and document lessons learned.
- Assist in budget tracking and reporting for specific projects.
- Facilitate collaboration with partners, stakeholders, and community organizations.

ii) Communications

- Develop and implement KPL's communication strategies to enhance visibility and engagement.
- Create content for social media, newsletters, press releases, and other platforms.
- Maintain and update KPL's website and social media channels.
- Support event promotion and documentation, including photography, video, and written reports.
- Ensure consistency of branding and messaging across all communication materials.

iii) Monitoring and Reporting

- Produce regular reports on project outcomes, communication campaigns, and impact metrics.
- Preparation of donor and partner reports when required.

iv) Administrative Support

- Assist in organizing meetings, workshops, and events.
- Perform any other duties as assigned.

4. QUALIFICATIONS

- Bachelor's degree in communications, Project Management, or related field.
- At least 1–2 years of experience in project coordination and communications, preferably in the education sector or nonprofit organizations.
- Strong writing, editing, and verbal communication skills in English, French and Kinyarwanda.
- Proficiency in digital communication tools, including social media management, content creation, and graphic design.
- Strong organizational and multitasking skills.
- Ability to work both independently and collaboratively.

5. COMPETENCIES

- Attention to detail and accuracy.
- Creativity and initiative in communication and project solutions.
- Strong interpersonal and relationship-building skills.
- Flexibility and adaptability to changing priorities.

6. DELIVERABLES

- Timely implementation of assigned projects and initiatives.
- Monthly project and communications report.
- Well-maintained social media and communication platforms.
- High-quality content created

7. DURATION AND WORKING CONDITIONS

- 2-year contract, renewable
- **Working hours:** Monday-Friday, 09 am to 05 pm, but may require occasional evening or weekend work.