



Internship opportunity

The Rwanda Social Security Board (RSSB) has the mandate to manage and promote social security in Rwanda. RSSB's vision is to provide a comprehensive social security system that caters to the diverse social security needs of the population, RSSB plays an important role in realising Vision 2050 and the National Strategy for Transformation (NST1) through the management of six social security schemes, namely: Pension, Occupational Hazards, Medical scheme, CBHI, Maternity Leave Benefits and EjoHeza (Long-term Term Saving Scheme).

As a leading player in the financial sector, RSSB serves as the largest institutional investor in Rwanda. RSSB invests in key sectors of the economy and plays a crucial role in the financial sector. With approximately 12 million members in the above six schemes, encompassing close to 90% of Rwanda's population, RSSB is at the forefront of securing the health and financial well-being of Rwandans.

To support our transformative journey, RSSB is launching a competitive internship program, aiming to nurture the next generation of data-driven and high-performing professionals. As part of this exciting initiative, we are seeking ambitious and dedicated interns who are eager to learn, uphold the highest standards of professionalism and integrity, and are ready to make a tangible difference.

By interning at RSSB, you will gain invaluable experience, insights into the workings of a modern institution, and the chance to contribute to the advancement of social security and the broader transformation of Rwanda.

If you are a student or recent graduate passionate about making a significant impact, open to embracing innovation and change, and keen to immerse yourself in a dynamic and collaborative environment, then RSSB's internship program awaits you.

Position: **Marketing and Communications Intern**

Duration: 12 Months

Internship Responsibilities:

1. Support in the Development and implementation of communication and marketing strategies in collaboration with the communication team.
2. Collaborate with the marketing and communication team at all stages of communication marketing campaigns and events.
3. Collect quantitative and qualitative data from marketing campaigns.
4. Perform market analysis and research on competition.
5. Support the marketing team in daily administrative tasks.
6. Assist in marketing and advertising promotional activities (e.g. social media, direct mail, and web)
7. Support in preparation of relevant presentations.
8. Support in content development, production and distribution of communication and marketing materials.
9. Support in updating company database and customer relationship management systems (CRM)
10. Support in the organisation and production of communication and marketing events.
11. Report regularly/punctually on activities of the Public Relations and Education Unit.
Writing and editing content for the organisation's marketing and communication materials
12. Support in developing strategies to help boost the organisation's brand.
13. Supporting both internal and external communication strategies
Perform any other duties as may be assigned from time to time.



Knowledge/Experience required:

- - Bachelor's Degree/Diploma in Business Administration or any other related field.
Or
- - A prospective graduate with a bachelor's Degree/Diploma in Business Administration or any other related field.
- Excellent communication skills, both written and speaking.
- To be available to work during the whole internship period.
- To provide a clean, valid criminal records certificate

Benefits:

Interns will be compensated accordingly.

Legal requirements:

- The potential graduate should have valid residency status/ permits/student visa that will allow them to intern throughout their internship period in Rwanda.
- The selected graduate must provide a clean, valid criminal records certificate upon successful selection.

How to Apply:

Interested candidates are invited to submit their resume to <https://forms.office.com/r/bksAMEeUyw>

Application Deadline:

The deadline for applications is **26th April, 2024.**

We look forward to welcoming a dynamic and passionate intern to our team.