



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). RSSB manages 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. With assets under management amounting to 1.9 trillion Rwf, which is equivalent to 17% of the country's GDP, RSSB invests in key sectors of the economy and plays a crucial role in providing up to 20% of liquidity for 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 an exclusive 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: **Communication graphic designer intern**

Duration: 12 Months

Internship Responsibilities:

1. Create digital marketing and social media campaigns and strategies, including budget planning, content ideation, and implementation schedules.
2. Create content and visuals for marketing communications.
3. Maintain and maximise brand standards across all social and digital marketing projects.
4. Ensure brand consistency in digital marketing and social media messages by working with various departments on advertising, product development, and brand management.
5. Collect and analyse information to improve future customer data and analyse interactions and visits. Use this information to create comprehensive reports and improve future social and digital marketing strategies and campaigns.
6. Report social and digital marketing progress to the Supervisor.
7. Grow and expand the organisation's social and digital marketing presence into new social media platforms increase presence on existing platforms, including Facebook, LinkedIn, Twitter, and Instagram, etc...
8. Conduct research and monitor the activity of other competitors and sector market trends gaps and areas to improve.
9. Create and distribute engaging written or graphic content in the form of e-newsletters, web pages, blog content, or social media messages to increase social and digital marketing activity.
10. Supporting both internal and external communication strategies
11. Report regularly/punctually on activities of the Public Relations and Education Unit
12. 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/QjfTYYrge7>

Application Deadline:

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

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