



Vacancy Announcement

Position Title: Trade and Communications Officer

Location: Dubai, UAE

Type of Contract: Full time

Application deadline: 20 April 2026

The General Consulate of Rwanda in Dubai is seeking to recruit a dynamic, versatile and self-driven individual to serve as **Trade and Communications Officer**, to support the work of the Mission in UAE. The terms of reference for the position are below:

Role

The Trade and Communications Officer plays an important role in supporting and promoting Rwanda and UAE bilateral trade, investments as well as external communication engagements. The ideal candidate needs to be dynamic, a team player, result driven with stakeholder engagement skills, professionalism and commitment to represent Rwanda's interests.

The Trade and Communications Officer will be working under the supervision of the Diplomat in charge of the General Consulate of Rwanda in Dubai.

Qualifications

The Trade and Communications Officer should hold at least

- A bachelor's degree in International Trade, Economics, Communications, Business Administration, or a related field
- 3 years of proven UAE experience in similar work (trade or communications officer)

Skills and Competencies

- Strong written and spoken English communication skills
- Strong written and spoken Arabic communication skills (native speaker)
- Proficiency in digital communication tools and platforms
- Ability to use MS office software
- Strong interpersonal skills (team player)
- Strong organizational skills and attention to detail
- Confidentiality

* General Consulate of the Republic of Rwanda * P.O Box 214581 Dubai-UAE

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Republic of Rwanda

القنصلية العامة لجمهورية رواندا - دبي

General Consulate of the Republic of Rwanda

Dubai - UAE

Key responsibilities

The Trade and Communications Officer is responsible for:

Trade and investment promotion

- Identify and Promote trade and investment opportunities
- Conducting market research
- Collaborate with relevant government agencies in trade and investment promotion
- Supporting businesses and exporters, facilitating business-to-business (B2B) meetings and trade missions.
- Assist in organizing trade fairs, exhibitions, and networking events

Communications

- Collaborate with relevant team members and government institutions in managing media engagements, social media platforms, etc.
- Prepare press releases, newsletters, etc.
- Engage Media actors in the industry.
- Monitor local and international news for articles relevant to Mission work, keep Consulate staff informed of media coverage of relevant issues

How to Apply

Interested candidates should submit the following to dubaiconsulate@minaffet.gov.rw with a copy to ambaabudhabi@minaffet.gov.rw

- A detailed CV
- A cover letter outlining relevant experience
- Contact information for three professional references

Only shortlisted candidates will be contacted

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