



Pentecostal Church of Rwanda – ADEPR Church

JOB ANNOUNCEMENT

ABOUT ADEPR

The Pentecostal Church of Rwanda – ADEPR Church is a faith-based organization that was originated in the 1940s in the Gihundwe Region, located in the western part of Rwanda. The church's Mission revolves around spiritual growth and community transformation through various social and economic activities, including education, healthcare, and poverty reduction. Today, the ADEPR Church boasts an impressive presence with 3,141 Local Churches and 2,820,813 members across all regions of Rwanda, according to the Population Census of 2022. The church has played a significant role in holistically transforming the Rwandan community.

- **Our mission**

- 1° To preach the Gospel of Jesus-Christ and teach the Word of God according to the Holy Bible;
- 2° To promote social welfare and good relationships and economic development of beneficiaries focusing on health services, education and other development activities.

- **Our vision**

The vision of ADEPR Church is transforming the lives of people in a holistic way through preaching the gospel of Jesus Christ.

- **Our Values**

Christ-Centeredness, Love, Stewardship, Accountability, transparency, Integrity, Commitment.

The ADEPR Church is looking for hiring qualified, dedicated and experienced candidates to meet with Strategic Plan of 5 years (2024 - 2028) expectations and fulfil the positions. Only interested candidates who strictly meet the criteria should apply for this position and have to send their application file (**CV, Academic certificate, Motivation letter and Pastor's Recommendation**) via the email: hr.recruitment@adepr.rw and we will only be contacting shortlisted applicants. **Deadline is 16/06/2025 at 05.00pm**



Pentecostal Church of Rwanda – ADEPR Church

ROLE AND TITLE:

POSITION	Number of Positions	PLACE OF WORKING	SUMMARY OF KEY RESPONSIBILITIES	REQUIREMENTS (EDUCATION, PROFESSIONAL EXPERIENCE AND SKILLS)
Compensation and Benefits Officer	1	Headquarter/Office of the HR and Administration and report directly to HR Specialist.	The compensation and benefits officer plays a critical role in ensuring the organization compensation and benefits are timely issued to ADEPR Church staff in compliance laws and regulations	Bachelor's degree in HR, Accounting, Finance, Business Administration, or related field, five years of working experience in Accounting and/or Finance included at least two years exercising HR responsibilities plus experience of doing staff TPR, RSSB contribution and other taxes deductions. Strong Alignments with ADEPR Church Doctrine, Vision, Mission and Values -Fluent in English and Kinyarwanda, Both in writing and speaking. Skilled in Microsoft Word, Excel, and Power point



Pentecostal Church of Rwanda – ADEPR Church

Director General	1	Headquarter/Office of the Associate Senior Pastor	Develop and Implement Strategic plans and Projects to enhance the growth and effectiveness of the Radio and Television station. -Oversee the daily operations and staff management of the Radio and Television station, ensuring smooth and efficient functioning. -Ensure that the editorial direction of the stations aligns with the mission and values of ADEPR Church. -Ensure that the editorial direction of the stations aligns with the mission and values of ADEPR Church. -Represent the Radio and Television station in official meetings and legal matters. -Establish partnerships with media regulations, broadcasting standards, and ethical journalism practices. -Drive audience engagement strategies, including content innovation and digital media integration. -Supervise marketing, branding, and public relations efforts to strengthen the station's presence and credibility.	- A Master's degree in Business Administration, Management, Public Administration, Journalism, Communication, or a related field with a minimum of 2 years of experience in media or a Bachelor's degree in one of the fields mentioned above, with a minimum of five (5) years of experience in journalism, communication, or media management. - Deep technical understanding of the operation and functionality of radio and TV station equipment, including broadcast systems, production tools, and the technical aspects of media management, ensuring that the station runs smoothly and efficiently. - Proficiency in English and/or French and Kinyarwanda to facilitate communication within the team, with stakeholders, and with a diverse audience. - Ability to develop and implement strategic plans for the station's growth and development, including setting long-term goals, identifying opportunities for innovation, and
-------------------------	---	---	--	---



Pentecostal Church of Rwanda – ADEPR Church

			-Monitor and Analyze audience feedback, ratings, and market trends to guide content improvement and programming decisions. -Foster a collaborative work environment that encourages creativity, professional growth, and adherence to the station's mission. Lead crisis management efforts to handle any operational, reputational, regulatory challenges that may arise.	ensuring that the station maintains high standards of broadcast quality. - A deep commitment to and alignment with ADEPR Church's vision, mission, values, and doctrine, ensuring that all operations and content produced reflect the church's mission and contribute to its goals of spreading the gospel and transforming lives. - Exceptional communication skills, both verbal and written, with the ability to engage with staff, stakeholders, partners, and the community in a clear and compelling manner. Strong interpersonal skills to foster positive relationships within and outside the organization. - Ability to respond to and manage crises or unforeseen challenges effectively, keeping the station's operations stable and minimizing disruptions, while maintaining a calm and solution-focused approach. - Experience in public relations, including managing relationships with external stakeholders, media partners, sponsors, and government bodies.
--	--	--	---	--



Pentecostal Church of Rwanda – ADEPR Church

				representing the station in a professional manner at all times. - A forward-thinking approach to media and broadcasting, with the ability to adapt to new technologies, trends, and audience preferences. Encourages innovation within the team and the station to remain competitive and relevant. - Strong focus on community engagement and outreach, ensuring that the station's content and initiatives align with the needs and interests of the target audience, and contribute to the social and cultural development of the community.
Senior Technical Operations	1	Headquarter/Office of the Associate Senior Pastor	- Oversee and manage all technical operations of the Radio and Television station to ensure seamless broadcasting. - Ensure timely repair, replacement, and upgrading of broadcasting equipment to maintain optimal performance. - Ensure efficiency in daily operations and troubleshooting and assess technical issues and determine whether external intervention is required, informing management promptly.	- Bachelor's degree in Telecommunications, Electrical and Electronics Engineering, or a related field, with a minimum of five (5) years of relevant experience. - Expertise in ICT and digital broadcasting equipment, including installation, maintenance, and troubleshooting.



Pentecostal Church of Rwanda – ADEPR Church

			- Participate actively in management meetings to provide technical insights and contribute to decision-making. - Lead ICT operations within the Radio and Television station, ensuring digital infrastructure reliability and cybersecurity. - Remain on standby for urgent technical interventions, minimizing downtime and ensuring broadcast continuity. - Ensure compliance with national broadcasting regulations and industry standards for technical operations. - Conduct regular technical assessments and recommend innovations to enhance broadcast quality and efficiency. - Establish preventive maintenance schedules for all technical equipment to avoid unexpected failures. - Provide training and mentorship to technical staff to enhance their skills and knowledge in broadcasting technology. - Research and recommend emerging technologies to keep the station at the forefront of digital broadcasting. - Any other tasks assigned by the supervisor to support the station's technical and operational success.	- Proficiency in English and/or French and Kinyarwanda to facilitate communication. - Strong leadership and teamwork skills, with the ability to collaborate effectively across departments. - Excellent time management, problem-solving, and decision-making abilities. - Familiarity with broadcast transmission systems, studio operations, and signal distribution. - Knowledge of national and international broadcasting regulations and industry standards. - Ability to adapt to technological advancements and implement innovative solutions for improved broadcasting efficiency. - Commitment to the mission, vision, and values of ADEPR Church.
--	--	--	--	--



Pentecostal Church of Rwanda – ADEPR Church

Social Media Officer	1	Headquarter/Office of the Associate Senior Pastor	- Participate in daily editorial meetings to align content strategies, understand upcoming broadcasts, and ensure timely content creation for social media platforms. - Plan, prepare, edit, and upload engaging content across various social media platforms to ensure consistent audience engagement and brand presence. - Oversee and manage the radio and Television station's social media accounts, ensuring that all content is aligned with the station's goals and objectives. - Report and provide real-time coverage of live events on social media, capturing key moments and interacting with the audience during live broadcasts. - Conduct in-depth research to ensure that the content shared is accurate, relevant, and of high quality, reflecting the station's credibility and audience interests. - Work closely with PR & Communications Person to promote the church's events, campaigns, and special broadcasts across social media, enhancing the station's overall brand image. - Create and design multimedia content, such as graphics, videos, and audio clips, for social media use, ensuring a diverse content strategy that resonates with the target audience.	- Minimum of an advanced A2 qualification in any field with a certificate in Journalism, Media Production, Photography, Film making, Television, or a related field with 2 years of experience. - Proficiency in English and/or French and Kinyarwanda to facilitate communication. - Proven work experience as a social media practitioner, digital content creator, or online marketing specialist. - Strong creativity in developing engaging multimedia content, including text, images, and videos. - Excellent communication and collaboration skills to engage with audiences and work effectively within a team. - Strong understanding of social media platforms, content trends, and online audience engagement strategies. - Familiarity with social media advertising, SEO, analytics tools, and digital marketing strategies. - Ability to produce high-quality multimedia content tailored to various digital as.
-----------------------------	---	---	--	--



Pentecostal Church of Rwanda – ADEPR Church

				- Strong computer skills, including Microsoft Office and Adobe Creative Suite (Photoshop, Premiere Pro, Illustrator, etc.). - Basic familiarity with web design, video editing, and visual storytelling techniques. - Willingness to work flexible hours, including nights, weekends, and during live broadcasts. - Ability to track social media performance, analyze data, and optimize content for maximum engagement. - Strong commitment to ADEPR Church's mission, vision, values, and doctrine, ensuring digital content aligns with its principles.
Production and Camera Operator	Headquarter/Office of the Associate Senior Pastor	1	- Actively participate in daily editorial and production meetings to understand the requirements for upcoming shoots, broadcasts, or live events, and to align on production goals and priorities. - Maintain, clean, and test all cameras and production equipment daily to ensure all tools are in optimal working condition, ready for use on set.	- Minimum of an advanced A2 qualification in any field with a certificate in Journalism, Media Production, Photography, Film making, Television, or a related field with 1 year of experience. - Proficiency in English and/or French and Kinyarwanda to facilitate communication.

Handwritten signature



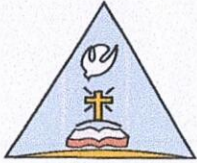
Pentecostal Church of Rwanda – ADEPR Church

			- Take full responsibility for all camera operations during shoots and live broadcasts, ensuring smooth camera movements, proper framing, and high-quality footage. This includes operating stationary and mobile cameras, as well as managing the camera angles to capture the desired shots. - Assist in setting up the studio, including arranging equipment, props, and scenery, to create the desired production environment. Ensure that the set is prepared according to the director's vision. - Ensure effective communication between the anchor, host, and control room by managing the microphone setup and Ensure that all production equipment is kept in safe and functional condition, following proper safety protocols. After use, return all equipment safely to the storage area and ensure proper handling and maintenance. - Continuously learn and adapt to the latest camera technologies, production techniques, and industry standards to improve personal skills and production quality. - Provide camera operations support for special projects, events, or on-location shoots, adapting to	- Strong understanding of digital production, camera operation, video editing, and multimedia tools. Familiarity with industry-standard software and hardware used in production and broadcasting is essential. - The candidate should demonstrate strong creative skills, with a keen eye for capturing visually compelling content, framing shots, and executing production plans with high standards of quality. - Must be able to work a flexible schedule, including nights, weekends, and holidays, to accommodate live broadcasts, event coverage, and production deadlines. - Experience with video editing software and post-production processes, including sound editing, color correction, and visual effects to enhance content for broadcast.
--	--	--	--	--



Pentecostal Church of Rwanda – ADEPR Church

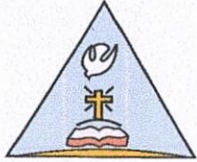
			varying environments and contributing to the success of unique productions.	
Graphic Designer	Headquarter/Office of the Associate Senior Pastor	1	- Ensure that all media content, including graphics and visuals, align with ADEPR Church's mission, vision, values, and Doctrine reinforcing the church's message and identity across all platforms. - Maintain consistency in the visual identity of ADEPR Church across all radio and Television materials, including promotional content, on-air graphics, social media visuals, and online assets, to ensure a cohesive and professional look. - Design and develop logos, banners, and other branding elements for Television shows, radio programs, and online platforms, creating a strong and recognizable visual identity for each program or event. - Design and create animated intros, transitions, lower-thirds, and overlays for Television and online video content, enhancing the production quality and visual appeal of broadcasts. - Collaborate with the video production team to provide essential graphic elements such as	- A minimum of an A2 qualification with a certificate in Arts, Design, graphic Design, Visual Arts, or Multimedia is highly preferred or a related field with experience of 3 years - Proficiency in English and/or French and Kinyarwanda to facilitate communication. - Demonstrated experience as a graphic designer working with a media house, creative agency, or similar environment. A strong portfolio showcasing relevant design work, particularly in broadcasting or media, is essential. - Strong knowledge and proficiency in using industry-standard graphic design software, including Adobe Photoshop, Illustrator, InDesign, and other design tools to create compelling visual content for TV and radio stations.



Pentecostal Church of Rwanda – ADEPR Church

			infographics, subtitles, and visual effects, ensuring a polished final product that communicates effectively to the audience.	- A strong creative mindset with the ability to think outside the box and develop innovative design concepts that captivate audiences, enhance storytelling, and reflect the station's identity. - Interpersonal skills to collaborate with producers, directors, and other team members in a fast-paced, dynamic environment. Strong communication skills are necessary to articulate design ideas and gather feedback effectively. - A deep understanding of the importance of branding and visual consistency. Ability to create designs that are aligned with ADEPR Church's mission, vision, and values, ensuring all visual content supports and enhances the station's goals and identity.
Reception	1	Headquarter/Office of the Associate Senior Pastor	- Provide assistance to visitors, clients, and callers by answering inquiries, resolving issues, and offering information in a helpful and courteous manner, enhancing the customer experience. - Offer fair, friendly, and courteous service to all visitors, clients, and callers, contributing to a positive and professional atmosphere at the radio and Television station.	





Pentecostal Church of Rwanda – ADEPR Church

			- Work closely with finance team to handle petty cash transactions, maintain records, and report on petty cash expenditures as required by management, ensuring that funds are managed appropriately. - Greet and register visitors, ensuring they are directed to the correct location and provided with any required passes or identification, adhering to security procedures. - Working closely with general administrative duties such as filing, organizing documents, and assisting with office supplies or equipment as needed by other departments. - Carry out other duties as requested by supervisors or management, contributing to the overall smooth running of the reception and administrative functions of the station.	
Radio and Tv presenter	1	Headquarter/Office of the Associate Senior Pastor	- Attend and actively participate in daily editorial meetings to plan program content and news coverage. - Conduct in-depth research to uncover significant and compelling news stories. - Deliver live and pre-recorded broadcasts with professionalism, confidence, and audience engagement. - Ensure all reporting and presenting is ethical, unbiased, and aligned with journalistic integrity. - Conduct interviews with guests, experts, and key figures to provide valuable insights to the audience.	- Bachelor's degree in Journalism, Communication, Literature, or a related field or at least an advanced A2 qualification in any field with minimum of seven (7) years of experience in media, preferably as a presenter, host, or broadcaster with strong foundation in journalism, media production, photography, filmmaking, or television.

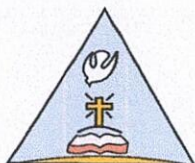
01



Pentecostal Church of Rwanda – ADEPR Church

			- Engage listeners and viewers by encouraging participation through calls, messages, and social media interactions. - Adapt presentation styles to suit different program formats, including news, talk shows, debates, and entertainment. - Coordinate with producers, journalists, and technical teams to ensure smooth program execution. - Stay updated on current affairs, industry trends, and audience preferences to improve content relevance. - Utilize digital media platforms to promote programs and extend audience reach. - Maintain a lively and professional on-air personality that reflects the station's values and mission. - Ensure compliance with national broadcasting regulations and ADEPR Church's mission, vision, values and Doctrine. - Provide voiceovers and narrations for documentaries, commercials, and promotional content when needed. - Assist in developing program schedules and structuring content flow for effective time management. - Any other duties assigned by the supervisor to support the station's programming and audience engagement goals.	- Proficiency in English and/or French and Kinyarwanda to facilitate communication. - Exceptional verbal communication, voice modulation, and on-air presence. - Strong ability to connect with audiences, conduct engaging interviews, and foster listener/viewer engagement. - Understanding of digital media trends, social media integration, and audience interaction. - Ability to think quickly, handle live broadcasts confidently, and respond to unexpected situations professionally. - Commitment to journalistic integrity, fairness, and ethical broadcasting. - Ability to research, script, and present informative and entertaining programs tailored to audience interests. - Familiarity with broadcasting equipment, studio operations, and production techniques. - Strong commitment to ADEPR Church's mission, vision, values, and doctrine, ensuring content aligns with its principles.
--	--	--	---	--

01



Pentecostal Church of Rwanda – ADEPR Church

Journalist	2	Headquarter/Office of the Associate Senior Pastor	- Attend daily editorial meetings to plan and discuss news coverage, story ideas, and program content. - Generate ideas for stories, features, and news reports, ensuring relevance to the audience and station's mission. - Research and investigate news stories, gathering factual and credible information from various sources. - Write, edit, and submit high-quality bulletins, headlines, and reports for broadcast. - Conduct ethical and unbiased reporting, adhering to journalistic integrity and professional standards. - Conduct interviews with key sources, experts, and eyewitnesses to provide depth and accuracy in reporting. - Produce live broadcasts, ensuring clarity, accuracy, and engaging delivery. - Cover press conferences, events, and breaking news in a timely and professional manner. - Collaborate with producers, editors, and technical teams to enhance content quality and presentation. - Stay updated on current affairs, industry trends, and emerging stories to provide timely and insightful reporting. - Utilize digital media platforms to publish and promote news content, increasing audience reach and engagement. - Adapt storytelling techniques to fit radio, Television, and digital formats effectively.	- Bachelor's degree in Journalism, Communication, Literature, or a related field with minimum of two (2) years of experience in media, with a strong background in news reporting, storytelling, and content creation. - Proficiency in English and/or French and Kinyarwanda to facilitate communication; knowledge of Swahili is an added advantage. - Strong understanding of digital media reporting, including multimedia journalism, social media integration, and audience engagement. - Exceptional interpersonal and communication skills for effective interaction with audiences, interviewees, and colleagues. - Ability to work under pressure, meet tight deadlines, and operate with minimal supervision. - Familiarity with media ethics, fact-checking, and journalistic integrity in reporting. - Experience in conducting interviews, investigative journalism, and producing high-quality content for radio and TV.
-------------------	---	---	--	---



Pentecostal Church of Rwanda – ADEPR Church

			- Ensure compliance with media regulations, copyright laws, and ethical journalism practices. - Engage with listeners and viewers by responding to feedback, comments, and inquiries about broadcasts. - Contribute to special programs, investigative reports, and feature segments as required. - Any other duties assigned by the supervisor to support the station's journalistic and editorial goals.	- Adaptability to emerging media trends and the ability to use modern broadcasting and editing tools. - High level of professionalism, accuracy, and creativity in content production. - Strong alignment with ADEPR Church's Vision, Mission, Values, and Doctrine.
Project Survival and Early Child Childhood Implementer	20	RUBAVU REGION, MUHOZA REGION, GIHUNDWE REGION, HUYE REGION, NGOMA REGION, NYABISINDU REGION, NYAGATARE REGION, KIGALI REGION, GICUMBI REGION	Regularly visit homes of CSP (Child Survival Project) beneficiaries to monitor implementation of skills that have been taught. Mentor and train mothers in child survival as a means of enhancing the development of child survival skills amongst the parents registered under CSP at household level. Active participation in preparation of CSP annual, quarterly, monthly, weekly and daily work plans and budgets and ensure timely compilation of periodic activity reports.	- The ideal candidates for Child Survival and Early Child Childhood Implementer program vacancies should at least hold a Bachelor's degree in social sciences, social work, Education, Administration, social Administration, Development Studies, Communication, records management, Nursing, primary healthcare, community health, clinical medicine and - Being the ages between of 21-40. Additional formal training in counseling and



Pentecostal Church of Rwanda – ADEPR Church

			Make proper entry records into the mother-child unit information reports. Carry out home visits and group activities as means of facilitating the child and mother needs identification process. The CSP implementer will also take the responsibility of implementing the CSP Curriculum and ensure that each mother child unit is impacted as per the programmatic requirements. Perform any other activities as may be assigned from time to time by the Project Director.	child development will be an added advantage. Previous experience and current knowledge of HIV/AIDS intervention is desirable. Good computer skills. Excellent interpersonal skills. Customer service orientation. Skills in Project planning and management will be an added advantage.
--	--	--	---	--

Done at Kigali, on May 29, 2025

Reverend Isaie NDAYIZEYE

Senior Pastor of ADEPR Church

