



## ABOUT MASHARIKI AFRICAN FILM FESTIVAL

Mashariki African Film Festival MAAFF is a Rwandan – based NGO that aims to establish cinema as both a language and a culture. MAAFF has organized an annual cultural festival under the same name for 11 years, focused on bringing African films to African audience through a week of screenings, capacity building workshops, and master-classes for filmmakers and Award ceremony.

### **Purpose of the action:**

Mashariki African Film Festival is planning to continue empowering film makers with creative and technical skills through creative industries., **MAAFF is interested in conducting recruitment for one position (Project and Event Coordinator) "**

### **Position overview**

- Coordinate project and events, Ability to lead other project staff
- Organize master classes, workshop and sessions with international experts according to the goals of the project, Support the creation of a training curriculum
- Continuous project monitoring and evaluation
- Marketing skills
- Coordinating all public relations and handling internal communication of the project with all stakeholders, including creating visual PR material, with strong focus on social media
- Communication of the project with strong focus on social media

### **Qualifications requirements:**

- At least 3 years of experience working in relevant field and good knowledge of donor programs.
- Fluent English. Knowledge of Kinyarwanda, French and Swahili would be beneficial
- Relevant tertiary education in Event Management, Project Management, Marketing ,Public Relations Media Studies or comparable knowledge and experience in cultural and creative economies
- Strong writing and editing skills, with the ability to create compelling content.
- Ability to work under pressure and meet tight deadlines and Proficiency in Microsoft Office and communication software
- willingness to work occasionally in the evening hours and/or weekends for events
- For non-Rwandan applicants: valid work and residence permit for Rwanda

Applications with a cover letter, a detailed CV with three referees, Copy of academic qualifications and certificates, must be submitted by e-mail at [masharikifest@gmail.com](mailto:masharikifest@gmail.com) The closing date for submission of applications is **Monday 18<sup>th</sup> August 2025; Only shortlisted candidates will be contacted.**