



OFFER OF PROFESSIONAL INTERNSHIP

TERMS OF REFERENCE

Background

Urunana Development Communication (Urunana DC) is a National Non-Government Organization which was founded in 2004 and registered in Rwanda under Ministerial order # **138/11 of 27th December 2006**. The Mission of the organization is to contribute to the Development of Communities through Creative communication and engagement. Urunana DC envisions to be a leader in development communication for dignified life. The organization implements a national SBCC program that uses various communication approaches, notably; Entertainment – Education (commonly known as Edutainment), community engagement through interpersonal communication, Peer to Peer approach and other community outreach activities. The national SBCC program of Urunana DC addresses priority public health and other social sector issues, including Maternal and Child health, Reproductive Health, Family Planning, Nutrition, Hygiene and Sanitation, to mention but a few.

Urunana DC's SBCC program is implemented by a team of professional staff composed of drama production experts, the program management team and the finance and administrative team. Occasionally, the organization provides professional internship opportunities to young Rwandans who wish to have hands-on experience in various fields of our interventions. It is in this regard that Urunana DC wishes to offer professional internship to interested candidates who graduated with a bachelor's degree in Business Administration majoring in accounting.

Title: Professional Intern (*1 position*)

Reports to: The Finance and Human Resource Manager

Work station: Kigali, Rwanda

Duration of internship Contract: 6 months

The successful Intern will acquire hands-on experience in the following tasks:

- i) Front desk office roles and responsibilities;
- ii) Financial entries using QuickBooks
- iii) Preparation of and declaration VAT, PAYE, RSSB, MLB & WHT 15%,
- iv) Requisition and managements of office logistics

- v) Recording/registering the in-coming and out-going courier ensuring proper referencing;
- vi) Attend to other assignments in the department as deemed necessary by his/her line manager.

Required Qualifications

- Be Rwandan aged between 22-25 years
- Must have graduated with a bachelor's degree in Business Administration/Management – with Accounting Option
- Fluent in English with very good writing skills;
- Be familiar with some accounting soft wares such as QUICK BOOKS;
- Have some basic knowledge and skills in using computer applications particularly word processing, Microsoft excel and Microsoft power point;
- Should be a good team player;

Application requirements

- Cover letter addressed to: **The Managing Director, Urunana Development Communication, P.O Box 2774, Kigali Rwanda**
- Certified copies of your degree certificate;
- Detailed curriculum vitae (Please include contact address of three referees on the last page of your CV)
- Copy of National Identity Card

Deadline for application

The Application documents should be submitted via email: urunanadc2004@gmail.com with the **subject: “Application for Professional Internship”**, not later than **7th October 2025 at 3:00 PM**.

Done at Kigali on, 22nd September 2025

Note:

- *Only shortlisted candidates will be contacted*
- *Only soft versions of the application document sent via the email indicated above, SHALL BE accepted*



Management
Urunana Development Communication