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[commissionconnectteamltd.com](http://commissionconnectteamltd.com)

Dear ENTHUSIAST ( ALL ) & current staff of CCT LTD not restricted to attend this opportunity

Subject: Invitation to Apply for the Position of Tender & marketing Officer

We are delighted to invite you to apply for the position of Tender Officer at commission connect team ltd . As a highly regarded professional in the field, your expertise and experience make you an ideal candidate for this role.

**Job Description:**

The Tender&marketing Officer will be responsible for managing our tender and market processes efficiently, ensuring compliance with all regulatory requirements, and securing contracts that align with our strategic goals. Key responsibilities include:

- Researching and identifying tender opportunities
- Preparing and submitting tender proposals
- Ensuring all submissions meet quality standards and deadlines
- Negotiating contracts and terms with clients
- Maintaining accurate records of tender submissions and outcomes
- Creating and implementing comprehensive marketing strategies aligned with the organization's overall objectives.
- Conducting research to understand market trends, customer needs, and competitor activities to identify opportunities for growth.
- Building and maintaining the organization's brand through consistent messaging and ensuring all marketing materials align with brand guidelines.
- Planning, executing, and evaluating marketing campaigns across various channels such as digital media, print, events, etc.
- Overseeing digital marketing efforts including website content, social media presence, email marketing, and online advertising campaigns.
- Managing relationships with media outlets, handling press releases, and ensuring positive public perception of the organization.
- Monitoring and analyzing marketing metrics to assess campaign effectiveness and making data-driven decisions to optimize future strategies.
- Overseeing the creation of marketing collateral, including advertisements, brochures, videos, and other promotional materials.
- Staying updated with industry trends, best practices, and emerging technologies to keep the organization ahead in the market.

**Behavioral Criteria:**

In addition to your qualifications and experience, we are seeking candidates who exhibit the following behavioral attributes:

- that he/she knows how to properly use the website ([www.umucyo.gov.rw](http://www.umucyo.gov.rw)) in bidding for tenders
- Creativity: Generating innovative ideas for marketing campaigns, strategies, and approaches to reach target audiences effectively
- Team Collaboration: Demonstrates a collaborative spirit, actively engages with team members, and contributes positively to group dynamics.
- Analytical Thinking: Using data and analytics to evaluate the performance of marketing campaigns and make data-driven decisions.
- Adaptability: Shows flexibility and openness to change, readily adapts to new situations, and thrives in a dynamic environment.
- Problem-Solving Skills: Capable of identifying challenges and proposing effective solutions.
- Proactivity: Takes initiative, exhibits a proactive approach to problem-solving, and demonstrates a results-oriented mindset.
- Leadership: Providing guidance and direction to the marketing team, ensuring tasks are completed on time and goals are met, motivational skills, and the ability to inspire and influence others.
- Tech-Savvy: Keeping up-to-date with digital marketing trends, tools, and technologies to optimize marketing campaigns and strategies.
- Results-Driven: Being focused on achieving measurable results and ROI from marketing investments.

**Application Process:**

Please submit your resume along with a cover letter detailing your relevant experience and addressing how you meet the behavioral criteria outlined above . Applications should be sent to [commissionconnectteamltd@gmail.com](mailto:commissionconnectteamltd@gmail.com) not later than AUGUST 2024

Should you have any questions about the position or the application process, please do not hesitate to contact us at 0780131714

We look forward to receiving your application and considering you for this important role at commission connect team ltd .

Sincerely,

HABIMANA FABRICE  
MANAGING DIRECTOR

