



The Embassy of the
Republic of Rwanda to the
People's Republic of China

BUSINESS DEVELOPMENT OFFICER JOB ANNOUNCEMENT

Position: **Business Development Officer**

Duty Station: **Embassy of the Republic of Rwanda, Beijing**

Employment Type: **Full-time, Support Staff**

Contract Duration: **1 year (renewable based on performance)**

I. About the Position

The Embassy of the Republic of Rwanda in Beijing is seeking a highly motivated and dynamic Business Development Officer to support Rwanda's growing economic diplomacy engagements.

China is Rwanda's leading investment partner and a fast-expanding export and tourism source market, offering major opportunities in trade, investment, tourism, and industrial cooperation. The Business Development Officer will play a central role in identifying business and tourism opportunities, supporting investor engagement, facilitating market access for Rwandan products, and strengthening partnerships with institutions and companies across China and other countries of accreditation.

II. Key Responsibilities

1. Investment Promotion

- Identify and engage potential investors in China and the region.
- Prepare sector-specific investment briefs and presentations.
- Support investment forums, roadshows, and B2B matchmaking events.
- Maintain and update a database of investor leads and follow-up actions.
- Facilitate communication between potential investors and Rwandan agencies.
- Organize and coordinate business missions
- Liaise with investment promotion agencies including the China Council for the Promotion of International Trade (CCPIT), China-Africa Industrial Forum (CAIF), etc.

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2. Trade Promotion

- Promote exports of Rwandan products including coffee, tea, chili, macadamia, honey, and other Made-in-Rwanda goods.
- Identify importers, distributors, and e-commerce platforms.
- Support exporters with Chinese import procedures including CIFER registration.
- Conduct market research and prepare reports.
- Facilitate participation in China International Import Expo (CIIE), China-Africa Economic and Trade Expo (CAETE), China International Fair for Trade in Services (CIFTIS), and other trade and investment fairs.

3. Tourism Promotion

- Promote Rwanda as a tourism and MICE destination.
- Engage Chinese travel and tourism agencies, and online platforms to promote tourism.
- Support Visit Rwanda visibility and promotional events.
- Assist with familiarization trips for tour operators and media.

4. Technology Transfer & Industrial Cooperation

- Identify opportunities for technology transfer and joint ventures.
- Support Rwandan companies in sourcing Chinese industrial solutions.
- Facilitate delegations from the Private Sector Federation (PSF) to participate in trade and industrial exhibitions.
- Support B2B engagements between Rwandan SMEs and Chinese enterprises.

5. Communication & Public Relations

- Develop promotional content in English and Chinese for Embassy platforms.
- Share success stories and event highlights.
- Maintain media contacts and support PR activities.

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6. Administrative & Reporting

- Prepare monthly, quarterly, and annual reports.
- Maintain databases of partners, projects, and investor pipelines.
- Provide logistical and technical support for Embassy events.

III. Required Qualifications

- Bachelor's degree in business administration, International Trade, Economics, Marketing, International Relations, or related field.
- A minimum of three years of professional experience in trade, investment promotion, or business development, preferably gained in China.
- Understanding of China–Africa economic relations.
- Experience with government institutions or private sector is an advantage.

IV. Required Skills & Competencies

- Strong networking and negotiation skills.
- Excellent communication skills in English and proficiency in Mandarin.
- Strong analytical and research abilities.
- Understanding of Rwanda's investment climate and priority sectors.
- Strong organizational and multitasking skills.
- High professionalism, integrity, and cultural sensitivity.

V. How to Apply

Interested candidates are invited to submit their applications (CV and cover letter) to the Embassy of the Republic of Rwanda in Beijing via email at: ambabeijing@minaffet.gov.rw

The deadline for application is **15 December 2025**. Please note that only shortlisted candidates will be contacted.

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