



OFFICE OF THE COORDINATOR

JOB ADVERTISEMENT

BACKGROUND

The University of Rwanda in partnership with Mastercard Foundation is implementing a 10-years Scholars Program (2021-2031) aimed at enabling higher education access for 1,200 young Africans qualified, yet economically disadvantaged and/ or coming from conflict and post-conflict affected areas of Africa — with a focus on women pursuing Science, Technology, Engineering and Mathematics (STEM), young people with disabilities, and refugees and displaced youth—and strengthen the UR capability and mobilization for inclusive and supportive tertiary education pathways to dignified work.

The Mastercard Foundation Scholars Program at the University of Rwanda (MCF-SP@UR) is committed to developing Africa's next generation of transformative leaders and aims to drive and support transformation at three levels: individual (Scholars), institutional (the University), and system (higher education ecosystem and beyond). In doing so, the program will contribute to providing an enabling teaching, learning and research environment. The program will support the University of Rwanda to strengthening sustainable e-learning and digital solutions delivery and inclusive reach of online resources and students' self-efficacy.

It is in this context that the University of Rwanda wishes to recruit competent staff to support the project at different campuses of the University of Rwanda.

Positions: Program Support Specialist

Main Duties and Responsibilities

- The Program support Specialist will oversee daily follow up of Scholars at the Campus and will be the primary contact for all welfare issues.
- The Program support Specialist will actively participate in organizing events at respective campuses.
- The Program support Specialist will act as the primary counselling assistant at Campuses.
- The Program support Specialist will support the program in the provision of academic support to Scholars.
- The Program support Specialist will ensure and facilitate timely approval and submission of Scholars' monthly reports.

- The Program support Specialist will support housing scheme for the Scholars and support in the selection process of Scholars to be supported under the Mastercard Foundation Scholars Program.
- The Program support Specialist will participate and support in the orientation programs for new Scholars under the Mastercard Foundation Program.
- The Program support Specialist will monitor academic performance of Scholars and advise for possible support where needed.
- The Program support Specialist will identify academic related difficulties and challenges for Scholars in collaboration with their hosting academic programs.
- The Program support Specialist will work closely with the Project Implementation Team in the selection of Scholars and ensure it is in line with the set guidelines.
- The Program support Specialist will liaise with partners to organize bootcamps and talent detection events.
- The Program support Specialist will coordinate and facilitate Scholars' engagement into extra-curricular activities.
- The Program support Specialist will maintain, provide, and keep Alumni database, and ensure it is regularly updated.
- The Program support Specialist will engage in civic education and giving back to the community.
- The Program support Specialist will handle and report Scholars program grievances to the Project Manager.
- The Program support Specialist will provide guidance and mentorship to Scholars, addressing their academic, personal, and professional needs.
- The Program support Specialist will collaborate with university staff, faculty, and external partners to enhance program effectiveness.
- The Program support Specialist will compile and report campus-based regular reports on Program outcomes, achievements, and challenges.
- The Program support Specialist will promote a welcoming and inclusive environment that respects Scholars' diverse backgrounds.
- The Program support Specialist will engage in ongoing coaching and mentorship Scholars' opportunities to enhance skills and stay updated on best practices in student support and development.
- The Program support Specialist will liaise and collaborate with other Program's staff on Scholars' placement, and transition.
- The Program support Specialist will coordinate Campus- based Program partners' activities and support their smooth running.
- The Program support Specialist will closely work with Scholars' Representatives and Scholars Peer Coaches to organize Scholars' initiatives and give back to communities' interventions.
- The Program support Specialist will closely collaborate with the Program Financial Management Specialist, the Procurement Specialist and the Project Manager to logistically arrange and conduct Campus-based events and other Scholars' meet ups.
- The Program support Specialist will perform any other related tasks as may be assigned by the immediate Supervisor.

Competencies, qualifications, and skills (Compulsory (C), Desirable (D), or Added Advantage (A) in work performance and results).

Candidates should possess the following qualifications and demonstrate the following competencies, values and skills
Bachelor's degree in education, Management, Economics, Social Sciences, Social Work, Psychology, Health Science, Business Administration, Commerce, Finance, Public Administration, Logistics Management and other related field with at least 3 years of work experience after completing bachelor's degree or a master's degree in the above field with at least 2 years of work experience after completing bachelor's degree in the above fields. (C)
Experience in operation support in a tertiary institution/ university setting, career development, operational and youth/student engagement in a multi-cultural/ international setting. (D)
Excellent interpersonal and communication skills and be an active person knowledgeable in Logistics Management and ability to work with people of different categories of age, gender and cultures. (D)
Excellent analytical, organization and negotiation competencies; resourcefulness, initiative, and maturity of judgment. (D)
Excellent computer skills in word, excel and other computer programs (D)
Positive attitude, detail, and customer oriented with good multitasking and organizational ability. (D)
Inclusion and respect for diversity, integrity, transparency, and professionalism. (D)
Ability to establish priorities and to plan, coordinate and monitor own work plan. (D)
High level of flexibility, adaptive capacity and being able to initiate innovations (D)
Excellent oral and written communication skills in English and Kinyarwanda. Knowledge of French and Kiswahili will be an added advantage. (D)
Women are highly encouraged to apply
Having graduated from Mastercard Foundation Scholars Programs is an added advantage.

APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link <https://forms.gle/Zy64qJVKzuRCUhEN9>. The application file must contain the following documents:

1. Application letter addressed to UR-SPIU Coordinator,
2. A detailed Curriculum Vitae
3. A copy of academic degree and academic transcripts (as one document)
4. Certificates indicating similarly jobs done
5. A copy of proof of previous relevant experience if any (as one document).
6. A copy of National Identity and/or passport

The Deadline for submission of the application is set on 17th February 2025 at 5:00pm. Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 11/02/2025



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