OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT UNDER UNIVERSITY INNOVATION POD RWANDA (UnIPod).

1. INTRODUCTION

The University of Rwanda, in collaboration with the Ministry of ICT and Innovation in support of UNDP, has established a research translation hub with micro-fabrications labs called University Innovation Pod (UniPod). As a result, specific expertise is now needed for the micro-fabrication of modern technological devices, which calls for human abilities. The UnIPod fab-master or lab master's responsibilities include monitoring lab safety, establishing safety procedures, assisting with the development and fabrication of the UnIPod program, which is always started by researchers working together, initiating and guiding lab users, and maintaining records of users based on access granted. The pod also helps in translating research findings and prototype development and testing.

Since 2021, UnIPod Rwanda has been formally launched in partnership with the UNDP through the Ministry of ICT and Innovation. It currently operates at full capacity and supports researchers who aim to enhance functioning prototypes or development and testing with end users. The UR-single Project Implementation Unit (UR-SPIU) is seeking motivated, talented and interested applicants to apply for the role of fab-master/data base administrator to achieve the project deliverables.

POSITION: Fabmaster/Database administrator

2. ROLES AND RESPONSIBILITIES

(a) *Maintain Lab operations and fabrication equipment*
- Manage and supervise laboratory facilities, ensuring proper functionality, safety protocols, and equipment maintenance.
- Oversee the operation and maintenance of fabrication equipment, including 3D printers, CNC machines, and other workshop tools.
- Conduct regular safety inspections and maintain updated safety documentation for all laboratory spaces.
- Provide technical support and training to students and staff on proper equipment usage, safety procedures, and fabrication techniques.
- Monitor and maintain inventory of laboratory supplies, materials, and equipment, coordinating procurement when necessary.
- Assist in the setup and preparation of laboratory exercises and practical sessions.
- Troubleshoot and perform basic repairs on laboratory and fabrication equipment.

- Develop and maintain standard operating procedures (SOPs) for all laboratory equipment and processes.
- Coordinate with faculty members to ensure laboratory facilities meet course requirements and research needs.
- Maintain accurate records of equipment usage, maintenance schedules, and incident reports.
- Provide regular reports on laboratory activities, equipment status, and safety compliance.
- Support the implementation of new technologies and equipment in the laboratory environment.

(b) *Information Technology management and administration*

- Manage daily operations of the IT services and other mechanical equipments;
- Manage database and network administration.
- Coordinate the needs of in-house IT services and provide needed support;
- Participation in research, design and recommendation of improved infrastructure processes and technologies to include growth planning;
- Guide the development and management of systems for tracking project cycles including pre-award and post award processes;
- Support the Program Manager to coordinate a database of researchers by domains and research areas to ensure that teams required to respond to funding opportunities are available and coordinated;
- Oversees systems data entry, delegate systems data entry as necessary for completion of grants process in the grants management systems;
- Test new equipment and applications and provide thorough feedback;
- Ensure that the systems and tools for data collection, management and repository of datasets are in place;

(c) *Security and Access Control, Backup Disaster Recovery Planning*

- Implement and enforce security measures to protect sensitive data;
- Ensure security of data, network, systems and maintain accurate records access and backup of systems and databases used.
- Manage user access, roles, and permissions within the database.
- Develop and implement disaster recovery plans.
- Conduct regular testing of disaster recovery procedures.

(d) *Database Upgrades and Patching*

- Plan and undertake scheduled maintenance upgrades.
- Offer suggestions for possible systems upgrades and changes within the UR.
- Develop new technologies to increase efficiency, enhance workflow and improve user satisfaction with regards to grants management cycles.
- In collaboration with other projects IT staff, design and maintain systems and database to ensure their regular updates
- Participate in system design and recommendation of improved systems and database to support grants management cycle.

(e) *Database Monitoring*

- Monitor web server, site technical performance and update of UR's information and contact details on directories.
- Implement monitoring solutions to proactively identify issues;
- Respond to alerts and take corrective actions as needed.

(f) *Documentation and reporting*

- Analyze systems, maintain accurate records and establish protocol to share records within staff, UR management, partners and other key stakeholders;
- Prepare activity reports on monthly, quarterly and annually basis as may be required by the project/program legal agreements or by other stakeholders;
- Be responsible to generate requested information, data and reports from grants management systems, database, or other sources of information;
- Maintain accurate and up-to-date documentation for databases and processes;
- Ensure compliance with documentation standards;
- Implement auditing mechanisms for tracking database changes.
- Work closely with other staff to ensure accountability, compliance, and value for money principles are adhered to so that UR projects/programs get unqualified audit opinion;
- In collaboration with project teams, faculties, and researchers, identify sources of research funding and contribute to the development of project proposals and process of securing grants and/or other forms of research funding;

3. REQUIRED SKILLS AND QUALIFICATIONS

- Must have a bachelor's degree in engineering, Information Technology, Computer Science, mechanical engineering or related field with at least 3 years' experience. Master's degree holders in the above field must have 2 years' experience. 2 years working experience within fabrication facility will be an added advantage.
- Demonstrated experience in operating and maintaining fabrication equipment and workshop tools.
- Strong knowledge of laboratory safety protocols and regulations.
- Experience in inventory management, maker fabrication and procurement processes.
- Proficiency in CAD software and 3D printing technologies.
- Hands-on experience with mechanical and electronic equipment maintenance.
- Knowledge of basic troubleshooting and repair procedures for IT and laboratory equipment.
- Strong organizational, documentation skills and managing databases.
- Excellent communication skills for effectively training and supervising students and staff.
- Ability to work independently and as part of a team.
- Problem-solving skills and attention to detail.
- Experience with preventive maintenance programs and record-keeping.
- Able to work under pressure of meeting deadline and overtime

4. APPLICATION PROCEDURE

Interested and qualified candidates should submit their applications online to the following link: https://forms.gle/Yz5jpzKkXbdcELs79. The applicant must submit the following documents all in **one PDF** document as indicated in the link:

1. An application letter addressed to UR/SPIU Coordinator.
2. A detailed Curriculum Vitae
3. Copy of academic degree(s), and Certificates of any relevant professional training
4. Proof of previous working experience in database/lab related work
5. Copy of National Identity and/or passport or equivalent identity card
6. Copy of proof of other relevant experience.

NB: Failure to submit any of the above document will lead to not being shortlisted. The deadline for submission of the application is set on **30/01/2025**. Only shortlisted candidates will be invited to sit for the written test.

Done at Kigali on on 21/01/ 2025.

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