



OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT FOR THE POSITION OF LOCAL PROJECT MANAGER UNDER THE OBSERVATORY OF THE PSYCHOLOGICAL IMPACTS OF ARMED CONFLICT AND INTER-GROUP VIOLENCE (PSYCAVI) PROJECT.

1. INTRODUCTION

University of Rwanda-Single Project Implementation Unit (UR-SPIU) is implementing the Observatory of the Psychological Impacts of Armed Conflict and Intergroup Violence (PSYCAVI) which aims at identifying, developing, and mobilizing scientific knowledge regarding the psychological health of populations exposed to armed conflicts. About 12% of the world's population lives in areas affected by armed conflicts and mass violence. Armed conflict undermines the mental health and cognitive health of populations.

The research carried out within the Observatory will target three priority areas: 1) Epidemiological surveys will paint a picture of trauma exposure, psychological health (mental health and cognitive health) and intergroup attitudes in each region, using culturally appropriate tools. We will monitor the evolution of these indicators as political, social, or legal changes occur during the seven years of the project. 2) We will examine the psychological consequences of sexual violence. 3) We will verify whether schooling, literacy, and francization (in Quebec) contribute to improving the psychological well-being of populations exposed to armed conflict. Training of students and knowledge mobilization will be at the heart of the Observatory.

The University of Rwanda-Single Project Implementation Unit (UR-SPIU) is inviting qualified and interested applicants to apply for the position of Local Coordinator to contribute to Observatory's research and knowledge mobilization through the local committees.

POSITION: PROJECT MANAGER (LOCAL COORDINATOR)

2. ROLES AND RESPONSIBILITIES

- Support the implementation of research projects at the local level:
 - Ensure that the research team obtains an ethical certificate at the local level.
 - Coordinate all the administrative and logistical aspects related to the implementation of research projects.
 - Advise the research team on the most effective way of reaching the target population.
 - Ensure that the recruitment of participants is well-executed and smooth (compliance with ethical norms, sampling strategy, etc.)

4

- Monitor the quality of the data collected by research assistants: Check 10 % of the data for missingness or inconsistencies.
 - Ensure compliance with ethical norms (confidentiality, voluntary participation, respect for people's dignity, etc.) at all stages of the data collection process.
 - Compile and document research questions proposed by the local committee, clinicians, and field workers.
 - Play a key role in the recruitment and selection of research assistants.
 - Supervise the work of research assistants.
 - Conduct budget monitoring in relation to the project's activities.
- Ensure the good maintenance of research equipment and gadgets (Computers, tablets, recorders, etc.)
 - Identify local organizations whose mission and activities accord with those of the Observatory.
 - Put in place a framework for dialogue between clinicians, knowledge users and researchers.
 - Organize and document knowledge dissemination activities according to the local contexts and needs (produce narrative reports, photos, and videos).
 - Play a key role in organizing the local committee.
 - Write minutes and reports on meetings and activities of the local committee.
 - Support Observatory's foreign students on administrative and logistical levels and share relevant information on the local socio-cultural context and security.
 - Ensure the monitoring of project indicators at the local level and write quarterly progress reports.

3. REQUIREMENTS OF POTENTIAL CANDIDATE

- A bachelor's or master's degree in psychology, Clinical or Counseling Psychology, Mental Health, Social Work, and Public Health. A master's degree is preferred. Training in population-focused domains, such as Demography, Anthropology, etc would be an added advantage.
- At least 5 years of work experience

- Must have an excellent command of Kinyarwanda, French and English.
- Experience in project coordination or management
- Experience in scientific research (as a Research Assistant, Coordinator, or Researcher).
- Experience working in international or multicultural teams.
- Prior experience in knowledge dissemination and engagement of local leaders/stakeholders
- Experience working and liaising with governmental and non-governmental organizations.
- Prior work with vulnerable groups of genocide survivors would be an added advantage.

4. APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link:
<https://forms.gle/TzdG4QmoWrnVZ21A8>

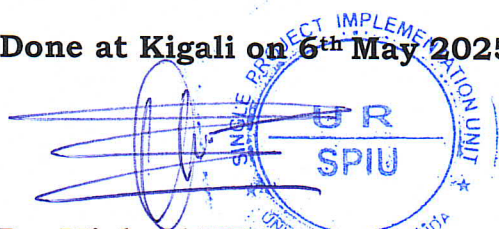
Documents required are:

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. Copy of National Identity card
5. Copy of proof of relevant experience

The deadline for submission of the application is set on 15th May 2025 at 5pm.

Only shortlisted candidates will be required to sit a written test.

Done at Kigali on 6th May 2025



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