



OFFICE OF THE COORDINATOR

ANNOUNCEMENT

The University of Rwanda through the Single Project Implementation Unit (SPIU) has received funds from KfW to support the Regional Centre of Excellence for Vaccines, Immunisation and Supply Chain Management (RCE-VIHSCM). It is in this regard that the UR-SPIU would like to recruit competent and qualified staff to occupy different positions under the RCE-VIHSCM respectively as indicated below:

1. COMMUNICATION AND MARKETING SPECIALIST FOR RCE-VIHSCM (1)

MAIN DUTIES AND RESPONSIBILITIES

- Responsible for the development, execution and monitoring of a Marketing and Communications Strategy for the Centre including a social media plan;
- Maintain the Centre's Drupal website to ensure that it is up to date and meets the UR communications standards
- Collaborate with RCE-VIHSCM teams to ensure events and activities are advertised and covered on multiple channels;
- Collaborate with UR communication teams to cover major achievements;
- Develop communications templates, standards and formats;
- Elaborate and ensure internal communication for a better implementation of the communication plan;
- In collaboration with other staff of the Centre ensure proper documentation of information;
- Create and plan marketing and advertisement campaigns for the Centre and find new innovative ways to communicate the message to stakeholders and the public;
- Proof read all marketing materials, website content, and publications for accuracy, branding, and compliance;

- Ensure that the Centre's external contacts are kept informed about significant developments
- Develop and publish the Centre's Mail chimp newsletter
- Maintain and develop the Centre's social media accounts
- Perform any related tasks as may be assigned by the Director of the Centre

REQUIRED QUALIFICATION AND SKILLS

- Master's degree in Marketing; Communication or Journalism and Mass Communication with 5 or more years of experience in communication, marketing practices;
- Having occupied senior marketing or communication position will be considered an advantage;
- Strong familiarity with social media platforms (Facebook, Twitter, YouTube, LinkedIn, etc.);
- Excellent writing, editing (photo/video/text), presentation and communication skills;
- Positive attitude, detail and customer oriented with good multi-tasking and organizational ability;
- Experience working with relevant specialized equipment, software/hardware (Adobe suite, CRM platforms, Office 365, Video and photography, ect);
- Excellent interpersonal and communicational skills, both written and verbal, in English;
- Strong familiarity with socio-marketing will be considered an advantage.
- Previous experience working in the health sector will be considered an advantage.

2. ADMINISTRATIVE AND LOGISTICS OFFICER FOR RCE VIHSCM (1)

DUTIES AND RESPONSIBILITIES

- Ensure planning and implementation of all administration and logistic activities under Centres of Excellence/ East African Institute for Fundamental Research
- Manage daily agenda by scheduling meetings, venues and their associated logistics; /supplies;
- Manage correspondences;

- Ensure all the logistics for events, local and international travels are properly handled;
- Establish a reliable and comprehensive filing and archiving system for all documents;
- Prepare working documents for relevant meetings;
- Ensure timely requisition of office supplies;
- Ensure good store keeping and distribution of office supplies;
- Prepare and/or draft all correspondences in close consultation with the Director of the Centre or immediate supervisor ;
- Prepare meetings as per plan and draft minutes;
- Welcome and orient guests and customers and manage any inquiries;
- Organize and schedule appointments;
- Maintain office systems, including data management and filing documents both in electronic and hard copies;
- Perform any related tasks as may be assigned by the immediate supervisor.

QUALIFICATION AND SKILLS

- Bachelors' degree in Office Management; Public Administration; Management; any other related field with 3 years of progressively experience in providing administrative services and handling logistics;
- Computer literate with very good knowledge of MS Office (Word, Excel, Access and Power Point)
- Good interpersonal and communicational skills, both written and verbal
- English language proficiency will be required because it is the medium of communication stipulated by the KfW funding agreements

Application modalities:

Interested and qualified candidates to the above positions must submit the application online on infospiu@ur.ac.rw with a copy to urspiucoor@gmail.com. The application dossier must contain the following documents:

- Motivation letter
- CV

- Copy of degree and other relevant academic certificates
- Copy of ID
- Proof of past experience
- At least one recommendation letter from previous employer

The application can also be submitted to the address below:

Attention: Deputy Vice Chancellor for Strategic Planning and Administration

University of Rwanda

SPIU Office, Kicukiro Campus

P.O Box 4285

Kigali Rwanda

The deadline of submission is 12th August 2019

Immaculate BUGINGO
Coordinator
Single Project Implementation Unit

