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**OFFICE OF THE COORDINATOR**

**JOB ANNOUNCEMENT FOR THE POSITION OF FETP FRONTLINE TRAINING COORDINATOR FOR THE FIELD EPIDEMIOLOGY AND LABORATORY TRAINING MANAGEMENT PROGRAM (FELTP)**

**Background**

The University of Rwanda in partnership with Rwanda Biomedical Centre (RBC) is implementing the Field Epidemiology training program for Advanced and Frontline programs. The focus of these field epidemiology training is to enhance the Rwanda's public health systems' ability to identify and respond to public health challenges by improving collection, analysis, dissemination and use of public health data at the local levels. The training is competency based and address local needs. The courses include didactic sessions followed by fieldwork at the participant's work location. During the fieldwork, the participants work on projects that are overseen by their local supervisor with coaching from mentors experienced in field epidemiology. The projects should aim at improving surveillance and outbreak response at the local level and should gain the support of the local health managers. At the end of the fieldwork, participants produce a written and oral report of their field activities.

This training is a collaboration of the Rwanda Ministry of Health, UR/CMHS/SPH, Africa Field Epidemiology Network and US CDC. This partnership fosters effective and efficient development of human resources for health with adequate capacity to strengthen and manage the public health system.

In this framework, the University of Rwanda through its Single Project Implementation Unit seeks to hire a highly qualified, motivated, and experienced Rwandan national to work as FETP Frontline Training Coordinator.

**Basic Roles and Functions:**

The Frontline Training Coordinator will be responsible for coordinating with MoH, RBC and SPH to ensure execution of all training activities including didactics and field mentorship. Monitoring the work of mentors and trainees, as well as mentoring FETP participants and other public health workers for the Ministry of Health (MOH) to improve disease surveillance, early detection, and timely response to outbreaks.

**Main duties and Responsibilities**

- Participate in development and implementation of an annual work plan for the Frontline Field Epidemiology training for public health professionals.

- Review and adapt the existing FETP frontline curriculum to integrate critical COVID\_19 response training materials as may be required to suit the specific needs of the country.
- Ensure availability of all the required logistics for the didactics and field mentorship of selected participants.
- Participate in the training of supervisors and mentors to effectively coach FETP frontline participants in the field to ensure attainment of the core competencies and skills
- Help to conduct the planned Frontline Field epidemiology training for surveillance officers.
- Provide mentorship, coaching and supervision for the frontline trainees during the field placement periods to ensure acquisition of key field epidemiology skills and competencies.
- Provide technical assistance to trainees in preparing their presentations for local and national level dissemination of their key findings and recommendations from their field projects.
- Participate in disease surveillance, outbreak investigation and response activities in the Ministry of Health together with the trained officers to demonstrate best practices.
- Develop and maintain a system to monitor and document mentor activities and assessments of FETP frontline trainee fieldwork; compile information on assessments of each field activity.
- Assist with the evaluation of the FETP program, mentors and participants.
- Implement and regularly update the database to track activities and positions of all the Frontline FETP alumni in the country.
- Prepare regular and timely technical reports to be submission to UR, MoH and other partners.

### **Required qualification and skills**

- Master of Science in Field Epidemiology with at least 3 years of work experience or Bachelor's degree in any of the following fields: Human Medicine, Public/environmental Health, laboratory Science, Pharmacy, and Veterinary Medicine with at least 7 years of work experience;
- Knowledge of WHO standards and policies such as the Integrated Disease Surveillance and Response strategy (IDSR) and International Health Regulations.
- Experience in preparing and facilitating training for in - service public health workforce development initiatives.
- Experience implementing adult education strategies i.e. problem based participatory learning activities, role-play, etc.

- Demonstrated proficiency in distillation, interpretation, and verification of unstructured scientific and popular data.
- Training and experience in public health emergency management and incident command will be an added advantage
- Proficiency in the use of the following software:
  - Word Processing
  - Spreadsheet
  - Power point
  - Database (DHIS2)
  - Statistical Packages: Epi Info, STATA, SPSS
  - Fluent in English and Kinyarwanda
- Ability to work collaboratively with multiple partners and teams at national and sub- national levels.
- Strong interpersonal, communication, leadership, collaborative and good listening skills
- Ability to work independently with minimum supervision
- Openness to new ideas and willingness to accept different opinions
- Willingness to travel for extended periods of time within the country

**Benefits: A competitive remuneration**

Contract duration: **9 months’ renewable upon satisfactory performance and availability of funds.**

**Others:**

This position is for Rwanda Nationals only

Candidates must be able to begin work within 1 week of selection possibly as soon as possible.

**Application Procedure**

Interested and qualified candidates should submit their applications online to the [infospiu@ur.ac.rw](mailto:infospiu@ur.ac.rw) with a copy to [spiurecruitment@gmail.com](mailto:spiurecruitment@gmail.com) and [peakina@nursph.org](mailto:peakina@nursph.org).

The title of the position should be clearly indicated and application file must be a single PDF file and should contain the following documents:

1. Application letter in English addressed to UR-SPIU Coordinator
2. A detailed Curriculum Vitae
3. A copy of academic degree and academic transcripts
4. A copy of Rwandan National ID

The candidate must be able to begin work within 1 week of selection possibly as soon as possible.

The deadline for submission of the application is set on **18<sup>th</sup> January, 2021**. Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 8<sup>th</sup> January 2021

  
**Immaculate BUGINGO**  
**Coordinator**  
**Single Project Implementation Unit**  
**University of Rwanda**

