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**OFFICE OF THE COORDINATOR**

**JOB ANNOUNCEMENT FOR VACANT POSITIONS UNDER THE REGIONAL CENTRE OF EXCELLENCE FOR VACCINES, IMMUNISATION AND HEALTH SUPPLY CHAIN MANAGEMENT (RCE-VIHSCM)**

The University of Rwanda has received funds from the Government of German through the German Cooperation BMZ through the German Development Bank KFW to support the EAC Regional Centre of Excellence for Vaccines, Immunisation and Health Supply Chain Management (RCE-VIHSCM). It is in this regard that the University of Rwanda through the Single Project Implementation Unit (UR-SPIU) calls for qualified and motivated candidates to apply to the following positions:

**1. COMMUNICATION AND MARKETING SPECIALIST (1 POSITION)**

**MAIN DUTIES AND RESPONSIBILITIES**

- Responsible for the development, execution and monitoring of a Marketing and Communications Strategy for RCE-VIHSCM including a social media plan;
- Develop communications templates, standards and formats;
- Maintain the Centre's website to ensure that it is up to date and meets the UR communications standards;
- Prepare and implement an annual media plan for RCE-VIHSCM including oversee media coverage for all RCE-VIHSCM official events and outreach activities. This includes preparing press conferences, talk shows, press releases and press information packs.
- 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 events and achievements of the RCE-VIHSCM;
- Elaborate and ensure internal communication for a better implementation of the RCE-VIHSCM communication strategy;
- 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, publish and publicize the Centre's periodic newsletter;
- Maintain and develop the Centre's social media accounts.
- Organize all surveys on public opinion about services offered by the RCE-VIHSCM on the request of supervisors;
- Perform any other related tasks as may be assigned by the immediate supervisor.

### **REQUIRED QUALIFICATION AND SKILLS**

- Bachelor's degree in Marketing; Communication or Journalism and Mass Communication with at least 8 years of work experience in Marketing; Communication or Journalism and Mass Communication or Master's degree in above fields with at least 6 years of work experience;
- Having occupied a senior Marketing, Public Relations 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 organisational skills;
- Experience working with relevant specialized equipment, software/hardware (Adobe suite, CRM platforms, Office 365, Video and photography, etc.);
- 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 an added advantage.

## 2. PROCUREMENT SPECIALIST (1 POSITION)

### MAIN DUTIES AND RESPONSIBILITIES

- Lead the elaboration of RCE-VIHSCM procurement plan, guide user departments to properly conduct market survey that would inform proper cost estimation of tenders.
- Follow up and ensure timely preparation of technical specification/Terms of Reference, Expression of interest in collaboration with user departments and ensure timely publication of bid documents;
- Ensure timely preparation of RCE-VIHSCM tender documents, seeking non-objection from the competent authority, ensure timely publication of bids, and provide clarifications to bidders.
- Ensure timely evaluation of bids and publication of the outcome of the tendering process in collaboration with the Public Tender Committee and user departments.
- Take the full responsibility for attending to and management of the procurement processes by ensuring that all steps are properly undertaken, and procurement files are maintained in accordance with the laws, rules and regulations UR development partners' requirements;
- Track projects' procurements, contracts, identify all related issues and resolve them on time in consultation with the relevant office or authority;
- Ensure regular update of a database of qualified suppliers/ service providers with brief notes on each signed contract, their timelines and the performance of suppliers;
- Ensure comprehensive filing system for all the project procurements documents;
- Ensure the quality of bid documents/request for proposals prior to publication, by checking and verifying that all the required conditions to be fulfilled are included in the bid documents/ requests for proposals and are very clear to the bidders;
- Ensure that inputs to procurement documents are timely obtained from RCE-VISCM team;
  
- Participate in the evaluation process of the technical and financial proposals, coordinate and participate in the negotiation process on tenders related to RCE VIHSCM;
- Ensure proper and timely preparation of contracts, Contract negotiation, and contract management including providing advise to contractors and contract administrators.
- In collaboration with the contract management team, ensure that goods/services/ works are provided/executed as stipulated in the contract provisions, propose recommendations in case of any settlement of disputes which could occur during the contract implementation/execution;

- In collaboration with the RCE VIHSCM team ensure timely response to the contractor/consultant/supplier's reports or inquiries and any final approvals processed;
- In collaboration with the UR SPIU and other concerned parties, ensure timely reception of the goods/ works/services as per relevant signed contracts and existing laws, regulations of GoR and concerned development partner;
- Ensure the project's procurement is delivered within agreed schedule, within scope and within budget, monitor the progress, and provide all required procurement reports; After contracts execution, establish a database on the performance of goods/services' suppliers, consultants, contractors, consultants and update the database regularly;
- Perform any other related tasks as may be assigned by the immediate supervisor.

#### **REQUIRED QUALIFICATIONS AND SKILLS**

- Master's Degree in Procurement or Management with specialization in Procurement and Logistics with at least 8 years' working experience;
- Experience in procurement for the donor-funded projects is a must;
- Experience in public procurement policies, procedures and practices in Rwanda is a must;
- Being registered with the Association of Procurement Professionals will be an advantage;
- Have a very high level of integrity, zero tolerance to corruption and be disciplined;
- Responsive, prompt, effective, impartial and equitable provision of services;
- Solid organizational skills, including attention to detail, multi-tasking and time-management;
- Strong analytical skills and ability to deal with complex issues in a clear and practical manner;
- Excellent oral and written communication skills in English. Knowledge of French is an added advantage.

### **3. CONSTRUCTION CIVIL ENGINEER (1 POSITION)**

#### **MAIN DUTIES AND RESPONSIBILITIES**

- Oversee all construction related matters of RCE-VIHSCM.
- Support and follow up on all requirements including obtaining construction permits, advising the design, supervision and construction firms;
- Assess the impact and feasibility of project, preliminary layout and up to the final engineering design;
- Study and assess drawings, plans, specifications, and other documents relating to construction projects;
- Performs technical review and approval of project plans, designs and construction, and evaluation of project proposals; makes recommendations for award of contracts.
- Review plans, specifications, tender documents and cost estimates of engineering firms performing work for the RCE VIHSCM, analyze materials and design data, assigns contract modifications, and negotiates and prepares contract change orders.
- Assist in determination of budget, project schedules and scope of work of a given project.
- Initiate and ensure standard civil engineering discipline in drawings and plans.
- Assist in preparation of bidding documents and contracts.
- Collaborate and interact with construction teams, architects and outside project developers and consultants.
- Ensure health and safety measures are implemented on site
- Coordinate and direct construction workers and subcontractors.
- Review and/or analyze changes in scope of work projects during design and/or construction and determine alternate methods of construction and/or choice of materials for construction work in progress in response to design difficulties and cost control requirements and advise accordingly.
- Provide support to procurement teams in review bids to determine the lowest, responsible, eligible, and valid bidder for projects when needed.
- Recommend modifications to plans, specifications and engineering agreements in accordance with changes in rules, regulations, etc.
- Meet with contractors to resolve items of non-compliance and make status reports.
- Maintain records and prepare periodic reports on such matters as construction costs, field engineering, status of project, and justifications for contract proposals.
- Actively participate in the project closure phases both provisional and final handover.



- Check and approve IPC's (Interim payment certificates) and final payment certificate of contract partners (e.g. consultants, contractors).
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- Follow up on the maintenance and repairs of RCE-VIHSCM buildings;
- Perform any other related tasks as may be assigned by the immediate supervisor.

### **REQUIRED QUALIFICATIONS AND SKILLS**

- Bachelor's degree in Civil Engineering with at least 8 years of work experience or Master's degree in Civil Engineering with at least 6 years of work experience
- Must have work experience in civil engineering development projects, implementation/supervision of construction activities.
- Must be registered and possess valid registration certificate from the Institution of Engineers of Rwanda (IER).
- Proficiency in the use of basic computer applications such as MS Excel, Word, Power point.
- Proficiency in the use of Engineering applications such as AutoCAD and other design programs.
- Solid organizational skills, including attention to detail, multi-tasking, and time-management. Strong analytical skills and ability to deal with complex issues in a clear and practical manner.
- Strong reporting skills
- Excellent oral and written communication skills in English. Knowledge of French is an added advantage.

### **4. WEBMASTER AND IT OFFICER (1 POSITION)**

#### **MAIN DUTIES AND RESPONSIBILITIES**

- Responsible for the design of the RCE VIHSCM web pages, including graphics, animation and functionality;
- Develop web page infrastructure and application related to pages with more advanced graphics and features;
- Update site content and structure, in collaboration with the Communication and Marketing Specialist;
- Monitor web server and site technical performance, including content, links, order flows, registration flows and transaction logs;
- Develop and implement search engine optimization strategies;
- Update of RCE-VIHSCM information and contact details on directories;
- Contribute to web marketing strategies In close collaboration with Communication & Marketing Specialist to set and ensure marketing events achieve their targets;

- Develop and maintain database of community of practice and immunization managers, key stakeholders, alumni etc;
- Managing, upgrading, and maintaining hardware and software;
- Ensure database standards and procedures are in place including recovery aspects of database;
- Ensure that storage and archiving procedures are functioning correctly
- Engage regularly with RCE VIHSCM team to ensure data capture and storage;
- Provide required support in IT related procurement process including developing technical specification and verification and approval of purchasing of IT equipment;
- Taking part in development of IT related tender documents and their evaluation
- Carry out IT services such as: Providing IT support to RCE VIHSCM staff;
- Perform any other related tasks as may be assigned by the immediate supervisor.

#### **REQUIRED QUALIFICATIONS AND SKILLS**

- Bachelor's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with at least 6 years of work experience or Master's degree in the above fields with at least 4 years of work experience;
- Working knowledge of relevant operating systems, software and programming
- Excellent problem-solving and critical thinking skills
- Good organization, time management and prioritization
- Efficient troubleshooting abilities
- Effective communication skills, including speaking, writing and active listening
- Great customer service and interpersonal skills
- Having experience in working with projects is an added advantage
- Solid organizational skills, including attention to detail, multi-tasking, and time-management.
- Strong analytical skills and ability to deal with complex issues in a clear and practical manner.
- Excellent oral and written communication in English.

## **6. ADMINISTRATIVE AND LOGISTICS OFFICER (1 POSITION)**

### **MAIN DUTIES AND RESPONSIBILITIES**

- Ensure planning and implementation of all administration and logistic activities of the RCE VIHSCM;
- Ensure the office logistics and supplies are regularly available.
- Support the organization of events, both local and international such as air-ticket bookings, transport, hotel bookings etc.
- Establish a reliable and comprehensive filing and archiving system for all documents such as minutes, staff files etc;
- Manage daily agenda by scheduling meetings, venues and their associated logistics; /supplies;
- Support face-to-face training logistics, student attendance lists, class preparations and training materials.
- Manage correspondences and organize and schedule appointments;
- Prepare working documents for relevant meetings;
- Ensure good store keeping and distribution of office supplies;
- Prepare monthly, quarterly and annual inventory reports;
- Maintain the asset register and ensure its regular update;
- Prepare and/or draft all correspondences in close consultation with the Director of the Center or immediate supervisor;
- Prepare meetings as per plan and draft minutes;
- Welcome and orient guests and customers and manage any inquiries;
- 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.

### **REQUIRED QUALIFICATION AND SKILLS**

- Bachelors' degree in Office Management; Public Administration; Management; any other related field with at least 6 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
- Great customer service and interpersonal skills
- Solid organizational skills, including attention to detail, multi-tasking, and time-management.
- Excellent oral and written communication in English is a must



### **Application Procedure**

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

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 Vital
3. A copy of academic degree and academic transcripts
4. A copy of proof of previous relevant experience
5. A copy of ID

**The deadline for submission of the application is set on 17<sup>th</sup> July 2022 at 5pm.** Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 8<sup>th</sup> July 2022

  
**Immaculate BUGINGO**  
**Coordinator**  
**Single Project Implementation Unit (SPIU)**  
**University of Rwanda**

