



OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT

BACKGROUND

The University of Rwanda is a Public Institution of Higher Learning committed to support the development of the country through the generation and advancement of knowledge and innovation among other core activities. The University of Rwanda through the Single Project Implementation Unit (UR-SPIU) is implementing a research project, **“Piloting a novel, scalable, eHealth technology for the control and management of elevated Blood Pressure in Rwanda (HeartCare@Home Project)”**. The project is led by College of Medicine and Health in partnership with University of Ghent.

POSITION: PROJECT RESEARCH ASSISTANT (1 POSITION)

MAIN DUTIES AND RESPONSIBILITIES

- Ensure planning and implementation of all administration, logistic, and research activities of the HeartCare@Home Project
- Ensure the office logistics and supplies are regularly available.
- Support the smooth running of all field work activities planned in the HeartCare@Home Project.
- Lead 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, project reports etc...
- Manage daily agenda by scheduling meetings, venues and their associated logistics and supplies.
- Support face-to-face meetings/research seminars' logistics and training materials.
- Manage correspondences and organize and schedule appointments.
- Prepare working research documents for relevant meetings.
- Prepare meetings as per plan and draft meeting minutes.
- Perform any related tasks as may be assigned by the project Principal Investigator or Flemish investigator.
- Comply with UR regulations, code of conduct, philosophy and vision

REQUIRED QUALIFICATION AND SKILLS

- **Mandatory:** Bachelors' degree in Public Administration; Management; any other related field with at least 5 years of progressively experience in providing administrative and research assistance services.
- **Mandatory:** Experience with research projects management and their related financial procedures witnessed by work experience of at least 1 year within higher learning institutions and in the relevant position.
- **Mandatory:** Versed in innovative research and publication process witnessed by at least 1 publication in a peer-reviewed journal (rank authors is not taken into account).
- **Mandatory:** Computer literate with very good knowledge of MS Office (Word, Excel, Access and Power Point).
- **Desirable:** Having worked in innovative research projects (communication, artificial intelligence, mHealth, etc) is a plus.
- **Mandatory:** Good interpersonal and communicational skills, both written and verbal.
- **Desirable:** Great customer service and interpersonal skills.
- **Mandatory:** Solid organizational skills, including attention to detail, multi-tasking, and time-management.
- **Mandatory:** Excellent oral and written communication in English.

APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link: <https://forms.gle/NXPTUJteXfhDUxX76> and attach all required documents. You must login to your Google account for you to access the application link above. Documents required are:

1. Application letter in English addressed to UR-SPIU Coordinator
2. A detailed Curriculum Vitae

3. Copies of academic degree and academic transcripts (as one document)
4. Copies of proof of previous relevant experience and list of publications, if any (as one document)
5. Copy of Identity card

The deadline for submission of the application is set on 21st October 2022. Only shortlisted candidates will be required to sit for written exam.

Done at Kigali on 12th October 2022


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

