



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.

In that regard, the University of Rwanda is implementing a **EQUI-Injury Project**. To fulfil optimal functioning, UR-Single Project Implementation Unit (SPIU) calls for qualified and motivated candidates to apply on the following positions for a one-year renewable contract.

1. Research Assistant (1 Position)

Summary of the position

The Research Assistant will support the implementation of this multi-institutional collaborative research project on access to healthcare after injury, funded by the National Institute of Health Research (NIHR), UK through the University of Birmingham. The aim of the project is to create an injury care pathway model with a health economic focus that visually represents barriers and allows policymakers and other stakeholders to see the effects of intervening to overcome these barriers. The development of this context-specific injury care pathway model will be informed by robust quantitative and qualitative data that will be collected throughout the project.

Major roles and responsibilities:

- Identify, contact and compile lists of potential research subjects in accordance with study objectives.
- Contact potential research subjects to introduce and explain study objectives and protocol and to arrange interviews, either in person or by telephone.
- Gather all required authorizations prior to the conduct of the research.
- Organize data collection and develop interview schedules where appropriate.
- Travel to field sites to collect and record data as appropriate to the specific objectives of the study.
- Conduct and record face-to-face and/or telephone interviews with subjects, in accordance with predetermined interview protocol, data collection procedures and documentation standards.
- Collect and analyze data.
- Transcribe verbatim the interviews and focus group discussions

- Maintain accurate records of interviews and focus group discussions and safeguard the confidentiality of subjects.
- Review and edit data to ensure completeness and accuracy of the information and ensure follow-up with subjects to resolve problems or clarify data collected.
- Engage stakeholders and community partners in research.
- Attend project management meetings.
- Summarize project results, prepare findings for publication and assist in quality control and data management.
- Contribute to the monitoring of the project budget.
- Track progress over time, compile data for progress reports and prepare progress reports.
- Assist with the preparation of all educational and training workshops and evaluation strategies.
- Prepare materials for submission to granting and collaborating agencies.
- Timely avail research data to supervisor(s).
- Manage and respond timely to project-related emails.
- Execute tasks given by the Principal Investigator and delegated members of the research team.
- Assist collaborating institutions and especially the University of Rwanda and the University of Global Health Equity.
- Supervise students working on the research project (maintaining records on assignment completion, acting as liaison/mediator between the students and the faculty researcher)
- Attend seminars and other meetings as necessary
- Perform miscellaneous job-related duties as assigned.

Required Skills and Qualifications:

- A minimum of Bachelor's degree in a health profession and be licensed to practice that profession in Rwanda or a Master's degree in Public Health, Epidemiology or any another Health Profession.
- Have a demonstrable clinical experience of not less than two years. Experience in injury management or research will be an added value.
- Be a Rwandan citizen.
- Be aged below 45 years.
- Be fluent in written and spoken English.
- Demonstrate proficiency in quantitative research methods. Having experience in qualitative methods will be an added value.
- Be ready to start immediately after signing the contract.

APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link: <https://forms.gle/VH1kGsQXwYhByoXr6> and attach all required documents.

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 and/or passport or equivalent identity card

The deadline for submission of the application is set on 12th April 2023. Only shortlisted candidates will be invited to sit for the written test.

Done at Kigali on 05th April 2023

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

