



OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT FOR THE FIELD EPIDEMIOLOGY PROGRAM (FETP)

Introduction

The University of Rwanda, College of Medicine and Health Sciences, School of Public Health (UR/CMHS/SPH), in collaboration with the Rwanda Biomedical Centre under the Ministry of Health Rwanda, is implementing the Rwanda Field Epidemiology and Laboratory Training Program (RFELTP). The program aims to strengthen Rwanda's capacity to detect, investigate, and respond to public health threats by developing a competent public health workforce through Field Epidemiology Training Programs (FETP) at three levels: Advanced, Intermediate, and Frontline.

The training programs are competency-based and combine classroom instruction with field-based learning conducted at participants' duty stations. During field placements, trainees conduct applied epidemiology projects, surveillance system evaluations, and outbreak investigations under the guidance of experienced mentors and supervisors. The program is implemented in collaboration with partners including the Africa Field Epidemiology Network and the Centers for Disease Control and Prevention.

In this framework, the University of Rwanda through its Single Project Implementation Unit (SPIU) seeks to recruit qualified and motivated Rwandan candidates for the following positions on a six-month contract.

1. FETP Frontline and Intermediate Training Coordinators (2 positions)

1.1. Position Summary

The Training Coordinators will support the implementation of the Frontline and Intermediate Field Epidemiology Training Programs. They will coordinate training activities, support mentorship of trainees, and monitor the progress of trainees' fieldwork in collaboration with mentors and field supervisors. The coordinators will contribute to strengthening Rwanda's field epidemiology workforce by supporting training implementation, mentorship, and dissemination of field epidemiology findings.

1.2. Main Duties and Responsibilities:

✓ **Administrative Support**

- Maintain project documentation and filing systems.
- Support preparation of progress reports and administrative documentation.
- Facilitate communication with trainees, mentors, and supervisors throughout the training cycle.
- Maintain records of trainees' progress and training activities.
- Support compilation of trainees' field outputs including reports, presentations, and project summaries.

- Produce monthly progress reports summarizing training milestones and challenges.
- ✓ **Project Coordination**
 - Maintain the curriculum implementation schedules and competency deliverables.
 - Organize and document project meetings and technical discussions.
 - Prepare meeting minutes and follow-up action points.
 - Coordinate with RBC to ensure alignment of field competencies with national priorities.
 - Coordinate implementation of Frontline or Intermediate FETP training activities including didactic sessions and field training.
- ✓ **Field Epidemiology Support, Mentorship, and Scientific Communication**
 - Coordinate and conduct supportive supervision visits to field training sites, working closely with district teams, mentors, and program partners to ensure alignment with training objectives and field priorities.
 - Provide coordinated technical support during outbreak investigations and public health emergency responses, including organizing team efforts, facilitating communication among stakeholders, and ensuring proper documentation of epidemiologic activities.
 - Lead and support mentorship of trainees in field epidemiology activities, including data collection, analysis, surveillance, and system evaluations, while ensuring collaboration between trainees, mentors, and host institutions.
 - Coordinate the preparation of technical reports, presentations, and scientific abstracts, and facilitate structured dissemination of findings at district, national, and international forums, including platforms organized by relevant professional networks.
 - Guide and support trainees through the scientific publication process, ensuring adherence to ethical standards, authorship guidelines, and institutional requirements.
 - Monitor and coordinate trainee progress toward competency achievement, ensuring timely submission of deliverables and maintaining regular follow-up with mentors and program leadership.
 - Ensure quality assurance and control of all trainee outputs through structured review processes before submission to the University of Rwanda, Rwanda Biomedical Centre, and other partners.
 - Actively participate in and coordinate field investigations and surveillance system strengthening activities, ensuring integration of training objectives with ongoing public health priorities.
 - Support the coordination, onboarding, and capacity building of new field mentors, fostering a collaborative learning environment and strengthening mentorship structures across training sites.

1.3. Required Qualifications and Experience

- Master's degree in Field Epidemiology and Laboratory Management
- At least 5 years of relevant experience in Management, public health surveillance, epidemiology, or public health programs.

- Demonstrated experience conducting outbreak investigations and field deployments.
- Experience supervising or mentoring junior epidemiologists or trainees.

2. Senior Field Epidemiology Mentor (1 position)

2.1 Position Summary

The Senior Field Epidemiology Mentor will provide advanced technical mentorship and scientific guidance to residents of the Rwanda Field Epidemiology and Laboratory Training Program. The mentor will support residents in designing and implementing field epidemiology projects, conducting outbreak investigations, analyzing surveillance data, and producing high-quality scientific outputs.

The mentor will contribute to strengthening the quality of mentorship in the Advanced FETP program.

2.2. Main Duties and Responsibilities:

- Coordinate and provide high-level technical mentorship to FETP residents in the design, implementation, and analysis of field epidemiology projects, ensuring alignment with program standards and national public health priorities.
- Support and strengthen the capacity of field mentors by guiding them in effective supervision, mentoring approaches, and application of epidemiological methods to ensure high-quality trainee outputs.
- Review and provide detailed, constructive feedback on residents' reports, manuscripts, and scientific products, ensuring technical rigor and consistency with FETP expectations.
- Conduct regular and structured mentorship check-ins, coordinating with mentors and residents to track progress using established mentorship monitoring tools and ensuring timely follow-up on identified gaps.
- Coordinate and support residents' participation in outbreak investigations, surveillance data analyses, and surveillance system evaluations, ensuring integration of learning objectives with real-time public health responses.
- Provide technical assistance to national and subnational health teams during field deployments, facilitating collaboration between training programs and health system actors.
- Document and promote lessons learned, best practices, and success stories from mentorship processes and field epidemiology activities to strengthen program learning and visibility.
- Support the monitoring and quality assurance of mentorship and resident performance by applying standardized program tools, participating in technical reviews, and ensuring continuous improvement.
- Ensure that all resident outputs meet required technical and scientific standards through coordinated review processes and adherence to program guidelines.
- Guide and support residents in the preparation of technical briefs, manuscripts, and conference abstracts, while coordinating dissemination efforts across relevant platforms.

- Maintain comprehensive and well-organized records of mentorship activities, resident progress, and outputs to support accountability and reporting.
- Provide guidance on scientific publication processes, including ethics, authorship, journal selection, and scientific writing, ensuring compliance with institutional and international standards.
- Provide technical mentorship to FETP residents in designing, implementing, and analyzing field epidemiology projects.
- Support mentors and residents in applying epidemiological methods and ensuring high-quality outputs.
- Review residents' reports, manuscripts, and scientific products and provide detailed feedback.
- Conduct periodic mentorship check-ins and document progress using mentorship tracking tools.
- Support mentors in strengthening their supervisory and mentoring skills.

Required Qualifications and Experience

- Master's degree in Field Epidemiology and Laboratory Management
- 3 years experience in applied epidemiology, surveillance, and outbreak investigation.
- Prior experience mentoring FETP residents or similar programs is highly desirable.
- Strong experience in scientific writing and review of epidemiological reports.

Required Skills for All Positions

- Ability to manage multiple trainees and competing deadlines
- Strong coordination and organizational skills
- Ability to develop and deliver training materials
- Familiarity with scientific writing & publication processes. Strong analytical and epidemiological skills.
- Experience in surveillance systems and outbreak investigations.
- Proficiency in statistical software such as , STATA,, or R.
- Good communication and mentorship skills.
- Ability to work collaboratively with national and subnational stakeholders.
- Willingness to travel within the country when required.

Application Procedure

Interested and qualified candidates should submit the following applications documents online through the link below:

<https://docs.google.com/forms/d/e/1FAIpQLSf-n-xLcJZENIP3y6Y6bgEi59T1ZA10Y6kHD5W9Tf-CwQIKbQ/viewform?usp=dialog>

- Application letter addressed to UR SPIU coordinator specifying the position applied for
- Detailed Curriculum Vitae detailing professional experience
- Copies of academic degree and transcripts
- Copies of work or service certificates mentioned in the CV.
- Copy of Rwandan national ID or passport
- Contact details of three professional referees

The Deadline for submission of the application is set on 30th March 2026 at 3:00 PM. Only shortlisted candidates will be required to sit for the written test.

Done at Kigali on 23rd March 2026



Dr. Michael MUGISHA, MPH, PhD
Coordinator
Single Project Implementation Unit (SPIU)
University of Rwanda