



OFFICE OF THE COORDINATOR

## JOB ADVERTISEMENT

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 in collaboration with the University of Birmingham received funds from the National Institutes of Health (NIH), USA to establish Global Surgical Hub. In is in this regards, UR's Project Implementation Unit (UR-SPIU) calls for qualified and motivated candidate to apply on the following position for the period of one year renewable based on performance.

### 1. HUB MANAGER (1post)

#### Duties and Responsibilities

The Hub Manager will be required to:

1. Coordinate the operational activities of the Hub on daily basis;
2. Spearhead the development and implementation of the strategic and operational plans of the Hub;
3. Monitor the implementation and progress of Hubs' related projects according to approved objectives, plan of action and budget, and record progress; prepare a schedule for completion of the project in a systemic manner; ensure adherence to deadlines;
4. Keep track of all stages of projects by documenting and recording outcomes; identify challenges and suggest changes when needed ;
5. Follow up on the implementation of all project activities with relevant parties (local and international partners, Consultants, etc.);
6. Participate in research activities, this includes conducting literature reviews, assisting in developing research proposals and tools, conducting data collection transcription and analysis;
7. Conduct fieldwork when necessary; this includes meetings and visits to ensure the implementation of project activities; prepare and/or edit meeting minutes and process briefings
8. Prepare and produce working papers relevant to the projects implemented by the Hub;
9. Organize activities relevant to the Hub such as meetings, trainings, workshops, conferences and produce event summaries;
10. Act as focal person for, and communicate with, partners and relevant institutions aiming at the development and sustainability of the Hub;
11. Represent Hub when necessary at meetings, workshops, and conferences

12. With the support of Research Nurse and UR-SPIU, follow up on the administrative procedures regarding the project, including travel arrangements and expense reports; keep record of all project documents (hard and soft copies);
13. Prepare progress reports on the proceedings of the project in adherence with donor requirements when necessary
14. Perform any other duties as required.

**Supervisor:** The Hub Manager will report to the National Coordinating Investigator(NCI)

**Qualification and skills:**

- Have a PhD in Public Health, Biostatistics, Epidemiology, Pharmacy or Biomedical related Sciences with 3 years of proven relevant experience or a Master's degree in Public Health, Biostatistics, Epidemiology Pharmacy or Biomedical related Sciences with 10 years of proven relevant experience; having a medical background will be an added value;
- Be fluent in written and spoken English, knowledge of French will be an added value;
- Have proven experience in leadership at senior level;
- Have proven experience in conducting and coordinating researches preferably externally funded;
- Have a demonstrable experience of successful interaction with individuals from a diverse array of backgrounds, including government officials, development partners, researchers, etc.
- Have knowledge of statistical softwares including but not limited to R-commander, Stata; Epi-data, Epi-info, SPSS;
- Able to take initiatives, intellectual curiosity, multi-tasking, and willingness to work under pressure to meet deadlines.

**Application procedures**

Interested and qualified candidates should submit their applications online to [infospiu@ur.ac.rw](mailto:infospiu@ur.ac.rw) with a copy to [urspiucoor@gmail.com](mailto:urspiucoor@gmail.com) the application file must be a **single PDF file** and 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
4. A copy of proof of previous relevant experience
5. A copy of ID or passport

The deadline for submission of application is **26<sup>th</sup> June 2019**. Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 19<sup>th</sup> June, 2019

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

