



JOB ANNOUNCEMENT

1. BACKGROUND

The University of Rwanda is a public higher-learning institution committed to national and regional development through education, research, innovation and service. Through UR-CMHS and UR-SPIU, the University participates in the **Eastern Africa Consortium for Clinical Research 4 (EACCR4)**, a multi-country consortium designed to strengthen clinical research capacity, laboratory systems, research governance, training and the translation of evidence into policy in East Africa.

Under the NTD Work Package, the consortium seeks to build sustainable research capacity and strengthen health systems for effective NTD control and elimination across participating East African countries. Key outputs include assessment of regional diagnostic capacity and surveillance infrastructure, development of an NTD coordination framework, disease mapping and risk-factor analysis, laboratory strengthening, harmonized technical procedures, training and translation of evidence into coordinated regional action. UR leads selected deliverables and contributes expertise to activities led by other consortium partners.

UR-SPIU therefore seeks a technically competent and highly organized Research Assistant to provide day-to-day scientific, laboratory, coordination, data and documentation support. The post holder will primarily support NTD Work Package, but may be asked to support Malaria and other work packages when requested through the approved project governance structure.

2. Scope of work and key responsibilities

- Conduct desk reviews and compile applicable WHO, Africa CDC, ISO, CLSI, national NTD programme and reference-laboratory standards, strategies, diagnostic algorithms and technical guidance.
- Support standardized assessments and gap analyses of NTD diagnostic capacity, surveillance systems, laboratory infrastructure, equipment, human resources, biosafety, quality assurance and data systems across participating sites.
- Support the development, adaptation, technical review, validation, document control and implementation of NTD laboratory and surveillance SOPs, protocols, assessment tools and technical manuals.
- Support laboratory-strengthening activities, including equipment documentation, mentorship, internal audits, corrective-action tracking, proficiency testing/EQA and accreditation-readiness activities where assigned.
- Support NTD molecular surveillance and laboratory research, including protocol preparation or optimization, sample and data tracking, PCR/qPCR, sequencing and associated quality-control procedures, subject to demonstrated competency and authorization.



- Support secure data collection, cleaning, quality assurance, analysis, visualization, bioinformatics and, where appropriate, geographic mapping of NTD occurrence, diagnostic access, surveillance indicators and associated risk factors.
- Contribute to literature reviews, the regional NTD coordination framework, study tools, technical reports, manuscripts, presentations, policy briefs and other scientific outputs.
- Coordinate follow-up with country focal persons, laboratories, technical working groups, students, mentors and partner institutions, and support workshops, trainings, meetings, placements and stakeholder engagements, including complete activity documentation.
- Monitor project milestones, deliverables, indicators and risks; prepare monthly progress updates; and provide approved technical or coordination support to Malaria and other EACCR4 work packages as directed by the UR supervisor.

3. Required qualifications, experience and competencies

- Master's degree in molecular biology, biochemistry, biotechnology, biomedical laboratory sciences, parasitology, bioinformatics or a closely related discipline, supported by a bachelor's degree in a relevant life or health science field.
- At least three years of relevant professional experience in laboratory research, infectious-disease or NTD surveillance, molecular diagnostics, diagnostic-capacity assessment, or research coordination
- Demonstrated experience in SOP or protocol development, adaptation, review, document control or implementation, and exposure to laboratory quality systems or laboratory-strengthening activities.
- Demonstrated practical experience in molecular biology methods such as nucleic-acid extraction, PCR/qPCR, sequencing or related infectious-disease laboratory techniques.
- Experience in research data management, analysis, visualization, scientific writing and preparation of technical reports, presentations or publications.
- Proficiency in Microsoft Word, Excel and PowerPoint and ability to use appropriate data-analysis, bioinformatics, reproducible-computing or mapping tools.
- Excellent written and spoken English and Kinyarwanda. The applicant must be willing to travel within Rwanda and to consortium partner countries.

Desirable

- Evidence of coordinating research, training or surveillance activities involving multiple sites, institutions, disciplines or countries.
- Experience in NTDs, malaria molecular surveillance, genomic epidemiology, next-generation sequencing, bioinformatics, GCLP, ISO 15189, EQA, biosafety/biosecurity, internal auditing, accreditation preparation, workshop facilitation or peer-reviewed publication.

4. Supervision, collaboration and duty arrangements

The Research Assistant will report technically to the UR EACCR4 NTD Work Package lead and administratively through UR-SPIU procedures. Work requested by Malaria or another WP will be channeled through, or copied to, the UR supervisor to ensure prioritization, accountability and consistency with the approved work plan. The post holder will collaborate with country focal laboratories, NTD programmes, technical working groups, research institutions, students, mentors and other EACCR4 partners.



5. Duration and performance review

The initial appointment will be for 2 years, with a probationary period and renewal subject to satisfactory performance, availability of funds and project requirements. Performance will be reviewed against the approved work plan, quality and timeliness of outputs, collaboration, compliance, documentation and monthly reporting.

APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link: <https://docs.google.com/forms/d/1uU8VC2tRNaCVPvrVBzKhWkaxXrgWqLCPC21CveJTbDc> and attach all required documents.

Documents required are:

1. Application letter addressed to the UR-SPIU Coordinator, explaining motivation and how the applicant meets the requirements (maximum two pages).
2. Detailed curriculum vitae (maximum four pages).
3. Copies of academic degrees and relevant professional training certificates (as one document)
4. Copy of a valid national identity card or passport.
5. A copy of proof of previous relevant experience (as one document)
6. Contact details for three professional referees, including at least one recent supervisor.
7. Selected candidates may be required to present original documents and evidence supporting claimed experience.

The deadline for submission of the application is set on 11th September 2026 at 5pm.

Only shortlisted candidates will be required to sit a written test.

Done at Kigali on 4th September 2026



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