

**Medical Insurance Scheme of University of Rwanda**  
**Mutuelle de Santé de l'Université du Rwanda**

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### **RECRUITMENT NOTICE**

The Medical Insurance Scheme of the University of Rwanda (MIS-UR), is seeking to recruit a **Medical Doctor** to serve at the **Huye Campus Clinic**.

**Position Title: Medical Doctor**

**Duty Station:** Huye Campus Clinic

**Type of Contract:** Full-time

**Reports to:** Director General of MIS-UR / Director of Claims and Benefits Management

**Start Date:** After Recruitment processes

### **Minimum Qualifications and Requirements**

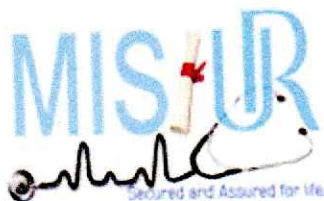
- Bachelor of General Medicine from a recognized institution. If foreign institution, a presentation of equivalent from HEC is required.
- At least **2 years of clinical experience**, preferably in a primary healthcare or teaching hospital.
- Good knowledge of Rwanda's medical insurance systems, including community-based and institutional schemes.
- Strong communication, empathy, and problem-solving skills.
- Ability to work independently with high ethical standards and professionalism.
- Candidate should be registered by the Rwanda Medical and Dental Council (RMDC).

CMHS/Remera

info@mis.ur.ac.rw

Email: misur2001@gmail.com

www.mis.ur.ac.rw



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### **Key Responsibilities**

The Medical Doctor will be responsible for:

- Provide primary healthcare to students and staff at Huye Campus.
- Perform routine exams, prescribe treatment and medicine and follow-up of common illnesses and injuries.
- Ensuring timely referral of patients to specialists as needed, and provide medical advice, health education and information to Huye campus community.
- Managing and updating patient records in accordance with MIS-UR guidelines.
- Overseeing the proper use of medical supplies and ensuring compliance with clinical protocols.
- Collaborating with MIS-UR administrators in managing members' medical files and insurance documentation.
- Performing any other medically-related duties assigned by the MIS-UR management.

### **Application Requirements**

Interested candidates should submit the following documents:

1. Application letter addressed to the Director General of MIS-UR
2. Updated Curriculum Vitae (CV)
3. Copies of relevant academic and professional certificates
4. National ID or passport copy
5. Any other documents relevant to the position

### **Application Deadline**

Applications should be submitted **no later than the 05<sup>th</sup> /December/2025** via:

CMHS/Remera

info@mis.ur.ac.rw

Email: misur2001@gmail.com

www.mis.ur.ac.rw



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**Email:** [misur2001@gmail.com](mailto:misur2001@gmail.com) **Or delivered physically to:** MIS-UR Head Office, Remera Campus in CMHS Kigali.

For more Information, please Contact: **Mrs. BARAKAGWIRA Dahlie +250 783824402**

**ADMINISTRATIVE ASSISTANCE TO DG**

**Note**

Only shortlisted candidates will be contacted for interviews.

Done at Kigali on the 1<sup>st</sup> December 2025

**Mrs. KANEZA Alexia**

**MIS-UR Director General**



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