



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).

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 05th /December/2025** via:

CMHS/Remera

info@mis.ur.ac.rw

Email: misur2001@gmail.com

www.mis.ur.ac.rw



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

Email: 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 1st December 2025

Mrs. KANEZA Alexia

MIS-UR Director General



CMHS/Remera

info@mis.ur.ac.rw

Email: misur2001@gmail.com

www.mis.ur.ac.rw