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**OFFICE OF THE COORDINATOR**

**ANNOUNCEMENT**

**BACKGROUND**

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. In that regard, the University through its Single Project Implementation Unit (UR-SPIU) is implementing a five-year research grant (under the acronym of “CHOICE project”) aiming at improving health literacy among teenagers through development and testing of learning resources for informed personal health choices and participation in dialogues about health in East African countries (Kenya, Rwanda and Uganda). The project is funded by research council of Norway under a consortium led by Norwegian Institute of Public Health.

To fulfill optimal functioning, UR-SPIU calls for qualified and motivated candidates to apply on the following position for a one-year renewable contract.

**Project Research Assistant (1 position)**

**Duties and responsibilities**

The incumbent will be required to perform the following activities in conjunction with research team:

- Assist the Principal Investigator and Co-Investigator of Research in the administration and logistics of research activities.
- Play a role in the planning and conduct of assigned research tasks individually or jointly in accordance with the project deliverables.
- Co-design and review study tools (questionnaire, interviews guides, etc.);
- Participate in field interventions (pretest, fieldwork supervision, data collection, data entry and management, etc);
- Support in coordination of team/group meetings/seminars/workshops and research group activities to enhance the wider knowledge, outputs and deliverables

- Support in scheduling and collaboration with stakeholders working with University of Rwanda on the project.
- Perform administrative tasks related to the activities of the research project.
- Undertake any other duties of equivalent standing as assigned by the core research team.

### **Qualification and required skills**

- Bachelor's Degree in Health related field.
- Experience of data collection and or participation in research activities is a must
- Computer literacy with very good knowledge of MS Office (Word, Excel, Access and Power Point etc) and other statistical software such STATA.
- Excellent communication (both oral and written) in both English and Kinyarwanda is a must;
- Teamwork and promptness in performing assigned tasks.

### **APPLICATION PROCEDURE:**

Interested and qualified candidates should submit their applications online to the link <https://forms.gle/jQZaowA8K2Lw4rEp9> and attach all required documents. You must login to your Google account for you to access the application link above. Documents required are:

1. Application letter in English addressed to UR-SPIU Coordinator
2. A detailed Curriculum Vitae
3. A copy of academic degree and academic transcript
4. A copy of proof of previous relevant experience (if any)
5. A copy of ID or passport

**The deadline for submission of the application is set on 07<sup>th</sup> February 2020.** Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 21<sup>th</sup> January 2020

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

