



## JOB ANNOUNCEMENT

The Government of Rwanda received a loan from the African Development Bank (AfDB) to finance the establishment of the East Africa Centre of Excellence in Biomedical Engineering and e-Health (CEBE). The project is being implemented by the University of Rwanda (UR). CEBE needs to recruit a staff for the following position: **CEBE Administrator**.

The Administrator will report to the CEBE Project Coordinator. She/he will be part of the Project Coordination Unit. The overall responsibility of the Administrator is to provide administrative support to and services for the CEBE; while carrying them out in a timely, effective, and customer-oriented manner.

### **Duties and Responsibilities**

The Administrator shall deliver on the following duties and responsibilities:

- ✦ Ensure planning and implementation of all administration and logistics of academic activities under CEBE
- ✦ Manage CEBE daily agenda by scheduling meetings, venues and their associated logistics;
- ✦ Manage correspondences addressed to the CEBE;
- ✦ Ensure all the logistics for classes and events carried out by the CEBE;
- ✦ Ensure that local and international travels of CEBE staffs and guests are properly handled,
- ✦ Establish a reliable and comprehensive electronic and/or manual filing and archiving system for all documents, especially for CEBE students;
- ✦ Prepare working documents for relevant meetings and other stakeholders;
- ✦ Ensure timely requisition of office supplies;
- ✦ Ensure good store keeping and distribution of office supplies;
- ✦ Prepare and/or draft all CEBE correspondences in close consultation with the Director of the Centre/CEBE Coordinator or any other;
- ✦ Prepare meetings as per plan and draft minutes;
- ✦ Welcome and orient guests and customers to the Centre and manage any inquiries;
- ✦ Organize and schedule appointments;
- ✦ Synchronize activities of the project members and direct them towards achieving their individual and Centre's goals;
- ✦ Manage incoming and outgoing mails;
- ✦ Cover the CEBE reception desk;
- ✦ Handle sensitive information in a confidential manner, specifically students' data and marks;
- ✦ Facilitate applicants to the CEBE programs to get information during the admission and throughout the whole process;
- ✦ Facilitate the website of CEBE to get appropriate information;



- ✦ Ensure appropriate and effective communication between the Centre and various stakeholders;
- ✦ Perform any related tasks as may be assigned by the immediate supervisor.

#### Key skills required

- Knowledge of office administration procedures.
- Experience managing multiple and changing priorities at once.
- Ability to manage the centre's diary of administrative work
- Good computer skills including Word, Excel, MS Outlook, PowerPoint.
- Excellent typing and keyboard skills.
- Excellent written, verbal communication skills in English and French and presentation capabilities
- Attention to detail high level of accuracy and confidentiality.
- Customer service oriented and experience working with teams of various backgrounds.

#### Personal skills required for the job:

- Ability to multitask.
- Good telephone answering skills.
- Ability to work as part of a team.
- High level of discretion and judgment.
- Self starter and ability to work with minimum supervision.
- Having patience.

#### Required Qualifications, Skills and Experience

The candidate should possess:

1. Bachelor's Degree in Office Management, Public Administration, Communication or related fields
2. At least 3 years of working experience in administration positions.
3. Solid organizational skills, including attention to detail, multi-tasking and time-management;
4. Have strong analytical skills and ability to deal with complex issues in a clear and practical manner;
5. Have Excellent oral and written communication skills (in English and in French).

The CEBE implemented by the University of Rwanda (UR), invites eligible candidates to indicate their interest to perform the advertised job. Interested candidates must provide information indicating their qualification to perform the above-mentioned services.



Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "Rules and Procedures for recruitment of personnel" which is available on the Bank's website at <http://www.afdb.org>. Borrowers are under no obligation to shortlist any candidate who expresses interest.

Interested and qualified candidates must submit their application only online in ONE SINGLE PDF DOCUMENT on [infospiu@ur.ac.rw](mailto:infospiu@ur.ac.rw), with a copy to [urspiucoor@gmail.com](mailto:urspiucoor@gmail.com), [cebeprojectcoordinator@gmail.com](mailto:cebeprojectcoordinator@gmail.com). The application file must contain the following document:

1. Motivation letter
2. CV
3. Copy of degree and other relevant academic certificate
4. Copy of ID
5. Proof of past experience
6. At least one recommendation letter from previous employer

The applications will be submitted to the below addressed:

**Attention:** Deputy Vice Chancellor for Finance  
University of Rwanda  
Single Project Implementation Unit (SPIU)  
Kicukiro Campus  
P.O Box 4285 Kigali  
**Kigali-Rwanda**

Only shortlisted candidates will be contacted for interviews. The outcome of shortlisting will be posted on the UR website: <https://ur.ac.rw/?-Announcements->

The deadline of submission of applications is on ....21./02/ 2020

**Françoise Kayitare Tenger**  
Deputy Vice Chancellor for Finance





**Expression of Interest N°...004/S/CEBE/UR-SPIU/2019-2020/ADF related to the Consultancy Services to deliver the Teaching, Research and Professional Expert in e-Health (1)**

The Government of Rwanda received a loan from The African Development Fund/Bank to finance the East Africa Centre of Excellence for Biomedical Engineering and eHealth (CEBE) Project which is being implemented by the University of Rwanda (UR) and use part of the proceeds of this loan for payments under the contract for the services of the below key expert.

**Teaching, Research and Professional Expert in e-Health (1)**

**Duties and Responsibilities**

The Teaching, Research and Professional Expert in e-Health will report to the Director of CEBE. He\She will advise and assist CEBE in preparing the necessary documentation (e.g. short and long term trainings for e-Health professionals and Master and PhD candidates in e-Health); be responsible for the management of the e-Health programme, ensuring that all academic steps are properly carried out and the e-Health teaching program is run adequately.

Specific tasks are listed below:

- Lead and work with the programme teaching staff in developing an academically excellent unit offering quality assured teaching and research programmes in e-health
- Provide quarterly reports to the Director of CEBE, including reviews and evaluations of educational performance and progress against educational plans and strategies Coordinate the assessment and development of academic courses within the e-Health programme
- Oversee the evaluation of academic staff by students at the end of each module
- Ensure the quality of the services delivered by the programme
- Collaborate with CEBE academic staff for income generation and research grant proposal writing
- Supervise and advise Masters and PhD students in their research projects
- Maintain effective communication among students, programme staff and the CEBE



- Initiate partnerships and collaborations with national and international institutions, organisations and professionals for effective staff and student skills development and training in e-Health
- Mentor and lead by example academic staff, ensuring transfer of knowledge and support for their career development
- Design and develop the incubation program for e-Health
- Participate in the design of the strategic and business plan for the e-Health program and implement it, through research grant and proposal development
- Participate actively in field relevant forums and associations, and as deemed necessary by the college Administration
- Lead on organising and the execution of national and international conferences and seminars related to e-Health
- Carry out other duties as assigned by the Director of CEBE

### **Key expected deliverables**

- Implement innovative teaching methods
- Develop and review the proposed e-Health strategy, roadmap, and training program
- Plan and organise professional trainings for academic staff
- Develop and implement coaching and mentoring plan for academic staff
- Develop strategies for managing the Incubation Centre in order to promote the triple HELIX approach
- Develop the strategies and approaches for ensuring the quality of the services delivered by the department
- Prepare and delivery lectures for Professional Training, Masters and PhD programs' students
- Supervise Masters and PhD students in their research projects
- Initiate and implement research projects
- Develop and implement partnership plans in e-Health
- Initiate and solicit further funding to support e-Health professional development in Rwanda and in the region
- Produce and submit regular progress reports
- Coordinate the integration of the training within the region and internationally
- Produce research papers for recognized high impact journals and international conferences



- Generate income through consultancy and research grant proposal writing (at least two per year)

### **QUALIFICATION AND SKILLS**

- PhD Degree in e-Health, Digital Health, Health Informatics, Public Health, Information Engineering, or another related field.
- At least 5 years of experience in academic and research related to e-Health / Digital Health or Health Informatics areas
- Experience with establishing electronic and communication processes for health technology systems
- Proven experience/capacity to lead a teaching and research program in health
- Experience in analysing, designing, and implementing digital health systems that have improved health outcomes
- Private sector/business experience would be an advantage
- Strong network and experience working with international partners and, or collaborators in e-Health
- At least 5 publications in recognized international journals which are specialized in e-Health
- Demonstrated success in grant proposal development and having secured funding
- Demonstrated strong teaching and supervision skills at graduate levels
- Proactive and ability to establish develop research projects independently

The University of Rwanda invites eligible individual consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the above-mentioned services (brochures, description of similar assignments, experience in similar conditions, etc.). The assignment will take two years. The consultant will negotiate a monthly remuneration and the proposed contract will initially be one year and renewable, based on the availability of funds and his or her performance.

Eligibility criteria, the establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "Rules and Procedures for the use of Consultants" May 2008 (Revised in July 2012) which is available on the Bank's website at <http://www.afdb.org>. Borrowers are under no obligation to shortlist any consultant who expresses interest.

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Interested and qualified candidates must submit the application online on [cebeprocurement@gmail.com](mailto:cebeprocurement@gmail.com) with a copy to [celestintwizere@gmail.com](mailto:celestintwizere@gmail.com) and to [cebeprojectcoordinator@gmail.com](mailto:cebeprojectcoordinator@gmail.com). The application dossier must contain the following document:

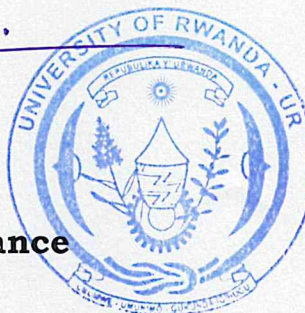
1. Motivation letter
2. CV
3. Copy of degree and other relevant academic certificates
4. Copy of ID or passport
5. Proof of experience in teaching
6. List of publications
7. At least two recommendation letters (one recommendation from an employer and another from a professional body OR academic/research institution specialized in e-Health).

The application can also be submitted to the address below:

Attention: Deputy Vice Chancellor for Finance  
University of Rwanda  
Single Projects Implementation Unit (SPIU)  
P.O Box 4285 Kigali  
**Kigali-Rwanda**

The deadline for submission of applications is 21 / 02 / 2020.

  
**Françoise Kayitare Tengera**  
**Deputy Vice-Chancellor for Finance**





**Expression of Interest N°: 005/S/CEBE/UR-SPIU/2019-2020/ADF related to the Consultancy Services to deliver the Teaching, Research and Professional Expert in Rehabilitation Engineering and Mobility Sciences**

The Government of Rwanda received a loan from the African Development Fund/Bank to finance the East Africa Centre of Excellence for Biomedical Engineering and eHealth (CEBE) Project which is being implemented by the University of Rwanda (UR) and intends to apply part of the proceeds of this loan for payments under the contract for the services of the below key expert.

**Teaching, Research and Professional Expert in Rehabilitation Engineering and Mobility Sciences (1)**

**Duties and Responsibilities**

The Teaching, Research and Professional Expert in Rehabilitation Engineering and Mobility Science will report to the Director of CEBE. He\She will advise and assist CEBE project stakeholders in preparing the necessary documentation (e.g. short and long term trainings for Rehabilitation Engineering and Mobility Science professionals, master candidates and PhD candidates in Rehabilitation Engineering and Mobility Science and other related trainings); and be responsible for the management of the Rehabilitation and Mobility Science programme, ensuring that all academic steps are properly carried out and the teaching program is run adequately, and that academic standards are in accordance with Government and development partners' requirements.

Specific tasks are listed below:

- Lead and work with the programme teaching staff in the review and development of the programme into an academically excellent programme offering quality assured teaching and research in Rehabilitation Engineering and Mobility Sciences
- Coordinate the assessment and development of academic and professional courses within the Rehabilitation Engineering and Mobility Science programme
- Mentor and lead by example academic staff, ensuring transfer of knowledge and support for their career development
- Initiate partnerships and collaborations with national and international institutions, organisations and professionals for effective staff and student skills development and training in Rehabilitation Engineering and Mobility Sciences





- Lead on organising and the execution of national and international conferences and seminars related to the Rehabilitation Engineering and Mobility Sciences field
- Design and implement the procedures manual of laboratory and workshop management
- Coach and mentor the programme staff (Academics and workshop technicians)
- Plan and organize the advanced professional trainings for Rehabilitation and Mobility Sciences
- Participate in the design of the strategic and business plan for the Rehabilitation Engineering and Mobility Sciences program and implement it, through research grant and proposal development
- Ensure the quality of the services delivered by the programme
- Maintain effective communication among students, programme staff and the CEBE
- Supervise and advise Master and PhD students in their research and technological development solutions
- Participate actively in field relevant forums and associations, and as deemed necessary by the college Administration
- Provide quarterly reports to the Director of CEBE, including reviews and evaluations of educational performance and progress against educational plans and strategies,
- Oversee the evaluation of academic staff by students at the end of each module
- Carry out other duties as assigned by the Director of CEBE

### **Key expected deliverables**

- Implement innovative teaching method
- Develop and review the proposed Rehabilitation Engineering and Mobility Sciences training programs
- Plan and organise professional trainings for Rehabilitation and Mobility Science Professionals
- Design and implement the procedures manual of Rehabilitation Engineering and Mobility Sciences lab management
- Plan and manage the movement analysis laboratory of the programme
- Develop and implement coaching and mentoring plan for academic staff
- Develop the strategies for managing the Incubation Centre in order to promote the triple HELIX approach
- Develop the strategies and approaches for ensuring the quality of the services delivered by the department
- Develop and implement partnership plans in Rehabilitation Engineering and Mobility Sciences

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- Prepare and deliver teachings for Professional Training, Masters and PhD programs' students
- Supervise Masters and PhD research projects
- Initiate and implement research projects
- Initiate and solicit further funding to support Rehabilitation Engineering and Mobility Sciences professional development in Rwanda and in the region
- Coordinate the integration of the training within the region and internationally
- Produce research papers for recognized high impact journals and international conferences
- Generate income through consultancy and research grant proposal writing (at least two per year)
- Produce and submit progress reports

#### **QUALIFICATION AND SKILLS**

- PhD degree in Rehabilitation Engineering and Mobility Sciences; particularly in Prosthetic and Orthotics
- At least 5 years of experience in academic and research related to the Rehabilitation Engineering and Mobility Science field; experience in working with industry will be an added advantage
- At least 5 years of experience in managing an equipment laboratory/workshop or material for Rehabilitation Engineering and Mobility Sciences
- Strong network and experience working with international partners and, or collaborators in the field of Rehabilitation Engineering and Mobility Sciences
- Proven experience/capacity to lead a teaching and research program in the field of Rehabilitation Engineering and Mobility Sciences
- At least 5 publications in recognized international journals which are specialized in the Rehabilitation Engineering and Mobility Sciences field
- Demonstrated success in grant proposal development and having secured funding
- Demonstrated strong teaching and supervision skills at graduate levels, including in the design, development, adaptation, and application of technological solutions for mobility
- Knowledge and experience in the use of rehabilitation robotics, physical prosthetics, etc..
- Proactive and ability to establish develop research projects independently

The University of Rwanda invites eligible individual consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the above-mentioned services (brochures, description of similar assignments, experience in similar conditions, etc.). The assignment will take two years. The consultant will

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negotiate for a monthly remuneration and the proposed contract will initially for be one year and renewable, based on the availability of funds and his or her performance.

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1. Motivation letter
2. CV
3. Copy of degree and other relevant academic certificates
4. Copy of ID or passport
5. Proof of experience in teaching
6. List of publications
7. At least two recommendation letters (one recommendation from an employer and another from a professional body OR academic/research institution specialized in Rehabilitation Engineering and Mobility Sciences)

The application can also be submitted to the address below:

Attention: Deputy Vice Chancellor for Finance  
University of Rwanda  
Single Projects Implementation Unit (SPIU)  
P.O Box 4285 Kigali  
**Kigali-Rwanda**

The deadline for submission of applications is ...../..09/ 2020.

**Françoise Kayitare Tengera**  
**Deputy Vice-Chancellor for Finance**





**Expression of Interest No.: 006/S/CEBE/UR-SPIU/2019-2020/ADF related to the Consultancy Services to deliver the Teaching, Research and Professional Expert in Biomedical Engineering (1)**

The Government of Rwanda received a loan from The African Development Fund/Bank to finance the East Africa Centre of Excellence for Biomedical Engineering and eHealth (CEBE) Project which is being implemented by the University of Rwanda (UR) and use part of the proceeds of this loan for payments under the contract for the services of the below key expert.

**Teaching, Research and Professional Expert in Biomedical Engineering (1)**

**Duties and Responsibilities**

The Teaching, Research and Professional Expert in Biomedical Engineering will report to the Director of CEBE. He\She will advise and assist CEBE in preparing the necessary documentation (e.g. short and long term trainings for Biomedical Engineering professionals, master candidates and PhD candidates in biomedical engineering and other related trainings); be responsible for the management of the Biomedical Engineering programme, ensuring that all academic steps are properly carried out and the Biomedical Engineering teaching program is run adequately.

Specific tasks are listed below:

- Lead and work with the programme teaching staff in developing an academically excellent unit offering quality assured teaching and research programmes in Biomedical Engineering
- Provide quarterly reports to the Director of CEBE, including reviews and evaluations of educational performance and progress against educational plans and strategies Coordinate the assessment and development of academic courses within the Biomedical Engineering programme
- Oversee the evaluation of academic staff by students at the end of each module
- Ensure the quality of the services delivered by the programme
- Supervise and advise Masters and PhD students in their research projects

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- Maintain effective communication among students, programme staff and the CEBE
- Initiate partnerships and collaborations with national and international institutions, organisations and professionals for effective staff and student skills development and training in Biomedical Engineering
- Mentor and lead by example academic staff, ensuring transfer of knowledge and support for their career development
- Design and develop the incubation program for Biomedical Engineering
- Participate in the design of the strategic and business plan for the Biomedical Engineering program and implement it, through research grant and proposal development
- Participate actively in field relevant forums and associations, and as deemed necessary by the college Administration
- Lead on organising and the execution of national and international conferences and seminars related to the Biomedical Engineering field
- Carry out other duties as assigned by the Director of CEBE

### **Key expected deliverables**

- Implement innovative teaching methods
- Develop and review the proposed Biomedical Engineering training program
- Plan and organise professional trainings for professionals in Biomedical Engineering
- Develop strategies for managing the Incubation Centre in order to promote the triple HELIX approach
- Develop and implement coaching and mentoring plan for academic staff
- Develop the strategies and approaches for ensuring the quality of the services delivered by the department
- Prepare and delivery lectures for Professional Training, Masters and PhD programs' students
- Supervise Masters and PhD students in their research projects
- Initiate and implement research projects
- Develop and implement partnership plans in Biomedical Engineering
- Initiate and solicit further funding to support Biomedical Engineering professional development in Rwanda and in the region
- Produce and submit regular progress reports

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- Coordinate the integration of the training within the region and internationally
- Produce research papers for recognized high impact journals and international conferences
- Generate income through consultancy and research grant proposal writing (at least two per year)

### QUALIFICATION AND SKILLS

- PhD degree in Biomedical Engineering, Clinical Engineering or another related field with at least 5 years in possession of the mentioned degree
- At least 8 years of experience in academic and research related to biomedical engineering areas; experience in working with industry will be an added advantage
- Experience in the management of equipment and materials related to biomedical engineering laboratories is an added value
- Proven experience/capacity to lead a teaching and research program across broad areas of biomedical engineering
- Strong network and experience working with international partners and, or collaborators in the field of Biomedical Engineering
- At least 5 publications in recognized international journals which are specialized in the Biomedical Engineering field
- Demonstrated success in grant proposal development and having secured funding
- Demonstrated strong teaching and supervision skills at graduate levels
- Proactive and ability to establish develop research projects independently

The University of Rwanda invites eligible individual consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the above-mentioned services (brochures, description of similar assignments, experience in similar conditions, etc.). The assignment will take two years. The consultant will negotiate for a monthly remuneration and the proposed contract will initially be one year and renewable, based on the availability of funds and his or her performance.

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5. Proof of experience in teaching
6. List of publications
7. At least two recommendation letters (one recommendation from an employer and another from a professional body OR academic/research institution specialized in Biomedical Engineering).

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