



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 critical thinking about health among school teenagers through development and testing of learning resources for informed personal health choices 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.

**Projects Research Assistant (1 position)**

**Duties and responsibilities**

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

- Lead the Research project field implementation in the administration and logistics of research activities in collaboration with Principal Investigator and Co-Investigator.
- Design 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.);
- Lead the field interventions (pretest, fieldwork supervision, data collection, data entry and management, etc);
- Participate in data processing and analysis of projects data leading to draft manuscripts and publication;

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- Support in coordination of team/group meetings/seminars/workshops and research group activities to enhance the wider knowledge, outputs and deliverables
- Lead scheduling and collaboration with stakeholders working with University of Rwanda on projects.
- 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

- At least a master's degree of Public Health, Epidemiology or Biostatistics.
- At least 5 years of work experience in research related projects.
- Computer literacy with very good knowledge of MS Office (Word, Excel, Access and Power Point etc) and other statistical software such STATA.
- Experience in qualitative data collection, processing and analysis using Atlas ti, NVIVO etc.
- Excellent communication (both oral and written) in both English and Kinyarwanda is a must.
- Writing skills and scientific publication in indexed journals
- Teamwork and promptness in performing assigned tasks.

#### APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link: <https://forms.gle/qPe8oBLRUXoUB2WQA> 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. Copies of academic degree and academic transcripts (as one document)
4. Copies of proof of previous relevant experience (as one document)
5. A copy of ID or passport

**The deadline for submission of the application is set on 16<sup>th</sup> April 2021.**  
Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 06<sup>th</sup> April 2021

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

