



OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT

PROJECT 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 of Rwanda is implementing a Project entitled “Observatory of the Psychological Impacts of Armed Conflict and Inter-group Violence (Psyncavi)” Its aim is to identify, develop, and mobilize scientific knowledge regarding the psychological health of populations exposed to armed conflicts. About 12% of the world's population lives in areas affected by armed conflicts and mass violence. Armed conflict undermines the mental health and cognitive health of populations. Knowledge development is necessary to foster the adaptation of individuals, the building of lasting peace in afflicted societies and social cohesion in refugee-hosting countries. The African Great Lakes region (Democratic Republic of Congo, Rwanda, Burundi) has been particularly afflicted by inter-group violence for decades. The Observatory's activities will be implemented in four branches to monitor the evolution of psychological health according to histories of violence and socio-political changes in the following places: Kigali (Rwanda), Goma (North Kivu, Democratic Republic of Congo), Bukavu (South Kivu, Democratic Republic of Congo) and Quebec. Each branch will include a coordinator and a local committee. Local actors will feed the Observatory's research and knowledge mobilization through these local committees.

To fulfil optimal functioning, UR-Single Project Implementation Unit (SPIU) calls for qualified and motivated candidates to apply on the following positions for a one-year renewable contract.

Project Coordinator (1 Position)

Required Skills and Qualifications

A minimum of A bachelor’s degree in psychology, clinical or counseling psychology, mental health, social work, and public health or master’s degree in psychology, clinical or counseling psychology, mental health, social work, and public health. A master’s degree is preferred. Training in population-focused domains, such as demography, anthropology, etc would be an added advantage.

Language proficiency

The successful candidate must have an excellent command of Kinyarwanda, French and English.

Desired professional experience

- Proven experience in Project coordination and management
- 3 years of experience in scientific research (as a research assistant, coordinator, or researcher).
- 2 years of experience working in international or multicultural teams.
- Contact potential research subjects to introduce and explain study objectives and protocol and to arrange interviews, either in person or by telephone.
- Prior experience in knowledge dissemination and engagement of local leaders and other project stakeholders
- Assist with the preparation of all educational and training workshops and evaluation strategies.
- 2 years of experience working and liaising with governmental and non-governmental organizations.
- Prior work with vulnerable groups of genocide survivors would be an added advantage.
- Demonstrate proficiency in quantitative research methods.

Duties and responsibilities

- Support the implementation of research projects at the local level:
- Ensure that the research team obtains an ethical certificate at the local level.
- Coordinate all the administrative and logistical aspects related to the implementation of research projects.
- Advise the research team on the most effective way of reaching the target populations.
- Ensure that the recruitment of participants is well-executed and smooth (compliance with ethical norms, sampling strategy, etc.)
- Monitor the quality of the data collected by research assistants: Check 10 % of the data for missing information or inconsistencies.
- Ensure compliance with ethical norms (confidentiality, voluntary participation, respect for people's dignity, etc.) at all stages of the data collection process.
- Compile and document research questions proposed by the local committee, clinicians, and field workers.
- Play a key role in the recruitment and selection of research assistants.
- Supervise the work of research assistants.
- Conduct budget monitoring in relation to the project's activities.
- Ensure the good maintenance of research equipment and gadgets (Computers, tablets, recorders, etc.)
- Identify local organizations whose mission and activities accord with those of the Observatory.
- Put in place a framework for dialogue between clinicians, knowledge users and researchers.

- Organize and document knowledge dissemination activities according to the local contexts and needs (produce narrative reports, photos, and videos).
- Play a key role in organizing the local committee.
- Write minutes and reports on meetings and activities of the local committee.
- Support Observatory's foreign students on administrative and logistical levels and share relevant information on the local socio-cultural context and security.
- Ensure the monitoring of project indicators at the local level and write quarterly progress reports.
- Carry out any other duties as may be assigned by the project Principal Investigator

Working modalities

This is a full-time position (40 hours/week). The successful candidate will be based at Kigali, at the University of Rwanda (UR-SPIU). On a daily basis, the Project coordinator will work closely with the local researchers and other coordinators in the region and will report to the project's Rwandan Co-Principal Investigator. The successful candidate should be available to start the job immediately upon selection.

Application procedures

Interested and qualified candidates should submit their applications online to the following link : <https://forms.gle/fWWjjZ3jS2jnkGqM9>

The application file will be considered complete by submitting the following documents:

1. Application letter addressed to UR-SPIU Coordinator
2. A detailed Curriculum Vitae
3. A copy of academic degree (s)
4. A copy of proof of previous relevant experience
5. A copy of the Rwandan National Identity Card or Rwandan passport

NB: The deadline for submission of application is fixed on Friday, 5th May 2023 at 17:00 Kigali time. Only shortlisted candidates will be contacted to sit for written test.

Done at Kigali on 27th April 2023


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

