



OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT FOR THE POSITION OF RESEARCH AND TEACHING ASSISTANT UNDER ELMA PROGRAM.

The University of Rwanda and ELMA Foundation signed a grant agreement to support the Government of Rwanda's **“National Strategy for Health Professions Development 2020-2030 By establishing the faculty, equipment, and infrastructure to build and sustain training for the Pediatric workforce for expanded access to quality child health services”**. The main objectives of the program are to sustain the general Pediatrics training program through investment in training subspecialty faculty, sustain the Pediatric and Neonatal Nursing Masters’ Programs through investment in training faculty and to launch four Pediatric subspecialty fellowship programs over the next five years namely: Pediatric Surgery, Pediatric Cardiology, Neonatology, Pediatric Hematology-Oncology.

In that regard, the University of Rwanda is implementing the **UR-ELMA Program in the Department of Pediatrics and Child Health and School of Nursing and Midwifery**. To fulfill optimal functioning of the program, the UR-Single Project Implementation Unit (SPIU) calls for qualified and motivated candidates to apply for the following position.

1. Research and Teaching Assistant (1 Position)

Summary of the position

The successful candidate will closely follow up the program activities for the School of Nursing and Midwifery and coordinate with the project implementation team from other units. She/he will be stationed in the School of Nursing and Midwifery.

Roles and responsibilities:

- Plan, prepare and execute seminars and other meetings as necessary.
- Contribute to the monitoring of the project activities and budget.
- Track progress over time, compile data for progress reports and prepare progress reports.
- Work closely with the School of Nursing and Midwifery (SoNM) to ensure that all the mandatory faculty are recruited on time.
- Work closely with SoNM to develop a detailed plan for in-country and study abroad training activities.
- Attend project management meetings.
- Support SoNM to organize and implement student’s enrollment related activities.
- Assist with the preparation of all educational, training activities and workshops and evaluation strategies.
- Assist the committee in charge of academic partnerships to identify, develop and maintain strong relationships with potential and existing academic partners.
- Engage stakeholders and partners in the project.

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- Prepare materials for submission to granting and collaborating agencies.
- Summarize project results, prepare findings for reporting, and assist in quality control and management.
- Manage and respond timely to project-related emails.
- Execute tasks given by the Principal Investigator and delegated members of the research team.
- Assist collaborating institutions and especially the University of Rwanda, Ministry of Health, Rwanda Biomedical Centre and CHAI with activities related to the project.
- Perform other job-related duties as assigned.

Required Skills and Qualifications:

- Having Master's degree in Nursing, Public health, Epidemiology, or any other Health related field with at least of 5 years of working experience.
- The candidate must have a background in Nursing or Midwifery.
- Must have a licensed to practice from professional council in Rwanda.
- Be a Rwandan citizen.
- Be fluent in written and spoken English.

APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link:
<https://forms.gle/C8MLgeQhASRjf3Yb8>

The applicant must submit the following documents all in one document:

1. An application letter addressed to UR/SPIU Coordinator.
2. A detailed Curriculum Vitae
3. Copy of academic degree(s), and Certificates of any relevant professional training
4. Copy of National Identity and/or passport or equivalent identity card
5. Copy of proof of relevant experience
6. One recommendation letter from previous employer

The deadline for submission of the application is set on 20th October 2023. Only shortlisted candidates will be invited to sit for the written test.

Done at Kigali on 12th October 2023

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

