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OFFICE OF THE COORDINATOR**JOB ANNOUNCEMENT****Background**

The University of Rwanda is a public institution of higher learning committed to supporting 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 the project “UNITED FOR HEALTH”

To fulfill optimal functioning, the University of Rwanda call for qualified and motivated candidates to apply on the following positions:

**1. IT System Developer****Project summary**

UNITED for Health is an initiative of the University of Rwanda in collaboration with the University College Leuven Limburg, Belgium on creating synergies between academia and health firms in their different categories.

This project aims to create an academic platform where local and international Non-Governmental Organisations active in Rwandan health sector can meet and exchange. The project has three main components: 1. Create an online presence on the University of Rwanda (UR) website where all NGOs are listed and profiled and relevant information like training opportunities and funding opportunities are shared; 2. Organize a yearly ‘UNITED for Health day’ where students, academics Health NGOs can meet and learn; 3. Organize workshops for a limited number of participants on how to collaborate and attract funding to expand on their activities. The rationale for this project is twofold. International Health NGOs often bring a high level of technical expertise, but work in relative isolation and the expertise does not become locally embedded. On the other hand, local NGOs often work with limited funding, finding it difficult to grow. It is a longstanding request from these stakeholders that UR brings together students, academics and health firms around specific themes and well-defined goals.

**Duties and responsibilities:**

The IT Manager will be accountable for the smooth running and efficiency of the internal systems and networks of the organization, whilst developing and

implementing strategy to support the ongoing needs of the organization. The IT manager will be fully committed to his/her task as full-time staff

- Manage the UNITED for Health portal, updating new information and adding new features
- Development of needed modules to be integrated into the developed portal
- Confidently provide daily IT support and development if needed and advice to the growing team of all stakeholders from health sector in both corporate office
- Maintain and manage the current ICT processes and systems.
- Engage and work on a wide variety of IT Projects.
- Development of needed interactive dashboards for the end users to use
- Plan, design and implement new processes and systems to ensure the ICT technology remains up to date and in accordance with future trends.
- Set up, repair and troubleshoot various IT equipment as required.
- Coordinating the IT staff for all regularly work and needs
- Work with the communication team for the platform monitoring and reporting
- Manage external vendors to achieve best outcomes
- Design, develop and implement IT systems, policies and procedures
- Guarantee the smooth running of all systems, including backups, emails, dashboards to be used by stakeholders from University, NGOs, hospitals, students, etc.
- Ensure security of data, network access and backup systems
- Evaluation of user needs and system functionality and ensuring that IT facilities meet these needs.
- Assistance to users with IT issues.

**Required Skills and Qualifications:**

- Bachelor or master's degree in information technology management or computer science
- Minimum five years of experience in Web Development and Application Management
- Working experience within multicultural teams and health sector institution or organizations;
- Proficiency in Frameworks and CMS such as Wordpress, Drupal, Bootstrap, Angular JS
- Hands-on in JavaScript, JQuery, HTML, HTML5, CSS, CSS3, PHP, MySQL
- Web Programming and team work skills, excellent verbal communication
- Cross-browser and responsive compatibility, web user Interface design (UI)
- Security principle, object-oriented design

- Hands-on in Web Services (REST/JSON)
- Multimedia Content Development and API
- Prototype Software experience for Web and Mobile Developments
- Strong analytical skills
- Attention to detail
- Teamwork skills
- Written and verbal communication skills
- Interpersonal skills
- Flexibility
- Adaptability
- Initiative
- SEO Rank Progress & Trending
- Landing Page Performance
- Social Engagement
- KPIs Analytics
- Traffic Analytics
- Audience Demographics

## **2. Research Assistant**

### **Duties and responsibilities:**

- Reach out to health firms in Rwanda working in the health sector, engaging and assisting them to be part of the UNITED for Health initiative
- Actively participate in scientific paper writing and other publications related to the study
- Manage a professional research and training email list
- Create content for UNITED for Health workshops
- Disseminate opportunities relevant to CMHS staff and Health firms alike via multiple communication channels by the UNITED for Health
- Serve as the focal person for administrative and financial reporting tasks linked to the project
- Write professional reports on the project's activities
- You may also be required to carry out such other duties, commensurate with the grading of the post, as may be assigned by the supervisors or their nominees.

### **Required Skills and Qualifications:**

- A Bachelor's degree in Health sciences, Social Work or Psychology
- 2-3 years of project coordination experience
- Written and oral communication skills in English and Kinyarwanda

- Proficiency in Microsoft office suite (Excel, Word, PowerPoint);
- Excellent organizational skills demonstrated by the ability to deliver to the highest standards as per the deadline
- Excellent interpersonal skills i.e. can easily and professionally interact with NGO actors and academic staff.
- Experience in organizing major health events, engaging high officials and the community
- Ability to work as part of a team and independently with self-sufficiency and self-motivation
- A strong interest in health research and skills in research methodologies i.e literature review or studies,

### **Application procedure:**

Interested and qualified candidates should submit their applications online to the link for **IT System Developer**: <https://forms.gle/rX19efxSPnjQvSNw7> and **link**: <https://forms.gle/9kwBoCXWLPJW7i246> **for Research assistant**: and attach all required documents. Documents required are:

1. An application letter addressed to UR/SPIU Coordinator. The letter should briefly indicate your motivation and how you meet all the requirements described in the position for which you have applied (max 2 pages);
2. A detailed Curriculum Vitae (max 4 pages);
3. Copy of academic degree(s), and Certificates of any relevant professional training;
4. Copy of Rwanda National Identity and/or Rwanda passport;
5. At least one service certificate from your former / current employers to prove the required experience;
6. Recommendation letter from one of your former / current employers

The deadline for submission of the application is set on 10<sup>th</sup> February 2023. Only shortlisted candidates will be invited to sit for the written test.

Done at Kigali on 27<sup>th</sup> January 2023

  
**Immaculate BUGINGO**  
 Coordinator  
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 University of Rwanda

