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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 through Single Project Implementation Unit is implementing a project entitled "UNITED FOR HEALTH".

**Project summary**

UNITED for Health is an initiative of the University of Rwanda in collaboration with the University College Leuven Limburg, Belgium with the main objective of Strengthening the healthcare system in Rwanda by coordinating synergistic collaborations between universities, care providers, NGOs, the private sector and policy makers. The Initiative has the objectives of Coordinating local and global student internships, student theses and joint research projects; Promoting events and sharing opportunities on research funding, research trainings and scholarships and providing support services for the local and global private sector to engage with the Rwandan innovation ecosystem. The Initiative has 2 main components; the UNITED for Health Website (<https://unitedforhealth.rw/>) and the UNITED for Health Days (face-to-face event).

To fulfill optimal functioning, the University of Rwanda Single Project Implementation Unit calls for qualified and motivated candidates to apply on the following position:

**Position: Logistics officer (1)**

**Duties and responsibilities**

The Logistics Officer will support the implementation of the initiative to achieve its objectives including:

- Support the coordination of the UNITED for Health activities.
- Prepare budgets, cash requests, and financial reports in a timely manner.
- Monitor grant spending and projections as informed by project leads.

- Track activity costs, project expenditures, and prepare quarterly budget reviews.
- Manage and follow up on collaboration contracts and other contracts (rentals, insurances, office leases, etc.).
- Draw up and renew staff contracts in accordance with available funding.
- Prepare financial, administrative, and human resources reports, including staff leaves.
- Coordinate procurement management and review procured items against spending plans.
- Assist in training, seminars, and workshop preparations and coordination.
- Prepare casual labor attendance sheets, payrolls, and payment sheets.
- Maintain an organized filing system for all project-related documents, including official letters, personnel files, and other documents.
- Support administrative and financial communication between the research team, funder and the SPIU.
- Perform other relevant duties as assigned by supervisors or their nominees.

### **Requirements:**

- Bachelor's degree in finance, Accounting, or related fields.
- Three years of experience in similar roles.
- Proficiency in written and oral communication in English and Kinyarwanda.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Excellent organizational skills and ability to meet deadlines.
- Excellent interpersonal skills, with the ability to interact professionally.
- Ability to work both as part of a team and independently with self-sufficiency and self-motivation.

### **Application procedure:**

Interested and qualified candidates should submit their applications online to the link: <https://forms.gle/qV6S7Wq4MTUkfzoa7> 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 National Identity and/or passport or equivalent identity card
5. One recommendation letter

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The deadline for submission of the application is set on 18<sup>th</sup> September 2024.  
Only shortlisted candidates will be invited to sit for the written test.

Done at Kigali on 11<sup>th</sup> 09/2024

  
Dr. Michael Mugisha, MPH, PhD  
Acting Coordinator  
Single Project Implementation Unit (SPIU)  
University of Rwanda.

