



OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT

PROJECT BACKGROUND

The University of Rwanda is implementing a project 'RIGHT/Rwanda912: Use of an innovative electronic communications platform to improve Pre-Hospital transport of injured people in Rwanda. This is a research grant jointly awarded to the University of Birmingham (Lead Institution) and the University of Rwanda (Co-Lead Institution) by the Research and Innovation for Global Health Transformation (RIGHT) program of the National Institute of Health Research (NIHR), UK.

The Rwanda912 project will develop and test a new electronic system that could speed up hospital transfers and help reduce the likelihood of people dying unnecessarily from injuries caused by road traffic crashes or violence.

In close collaboration with a software company based in Rwanda, the Rwanda Build Program, Rwanda Biomedical Centre (RBC), the University of Birmingham, the University of Global Health Equity (UGHE), the University of York, The University of Aberdeen, and the University of Utah, will develop further and finalize the 912Rwanda. This is a novel electronic tool, which regularly collects information from hospitals on availability of staff, equipment, the ambulance crew on patient status in order to match the patient with the nearest hospital that can efficiently manage their condition. The Project will explore its real-time capabilities. This cutting-edge study will test the effectiveness, cost, and delivery of this communication platform in two different settings: Kigali, which is predominantly urban, and Musanze District, which is predominately rural.

1. Project Manager (1 Position)

Desired professional experience

- Proven experience in Project coordination and management
- Experience in scientific research (as a research assistant, coordinator, or researcher).
- 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.

- 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 of the Project Manager

The Project Manager will be expected to:

- Assist the PI in the overall coordination of the project at the University of Rwanda.
- Plan the research activities in accordance with the agreed upon project activities between the University of Rwanda and the funder.
- Coordinate the implementation of the research activities.
- Monitor and evaluate the achievements against the milestones documented in the project Implementation plan as agreed upon between the University of Rwanda and the funder.
- Promote and ensure compliance with good practice in relation to the conduct of research, ethical guidelines, and other relevant UR and funder's policies.
- Prepare and submit the project progress and other reports (e.g. any risk; due diligence; and equity, diversity, and inclusion reports)
- Submit the financial reports to the funder in accordance with the funder's requirements and reporting schedules.
- Provide guidance and technical support to the project implementation team on proper management and accountability for the financial resources of the RIGHT/Rwanda912 project.
- Play a key role in Planning, budgeting and monitoring of project activities.
- Coordinate stakeholder involved, including working with citizens, communities, and policymakers in Rwanda to ensure the reach and impact of the findings.
- Ensure effective communication about the project among team members and other stakeholders.
- Coordinate all the administrative and logistical aspects related to the implementation of research projects.
- Carry out any other duties as may be assigned by the project Principal Investigator

Required Skills, Qualifications and Key Attributes

- Eligible candidates should be **health professionals**, with a bachelor's degree, with the following:
- A master's degree in medicine, public health, epidemiology, health informatics, health economics, and project management.
- Demonstrable experience of at least 5 years in grant management for wide or multi-country research projects.

- Demonstrable experience in health systems in Rwanda or similar settings.
- Experience in the field of injury care is preferred though not a must.
- Strong interpersonal skills and experience working with multiple partners with diverse backgrounds and different contexts,
- High level of self-organization and self-motivation.
- Experience with community engagement (Preferable).
- Experience in engaging multiple stakeholders including local citizens, healthcare workers, and policymakers (Preferable).

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 Manager will work closely with the local researchers and other project partners and will report directly to the project's Rwandan Principal Investigator.

Application procedures

Interested and qualified candidates should submit their applications online to the following link: <https://forms.gle/nKGRR5cqSoLSomSu7>

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 the academic degree (s)
4. Copies of proofs of previous relevant experiences
5. A copy of the Rwandan National Identity Card or Rwandan passport

NB: The deadline for submission of application is fixed on Friday, 12th May 2023 at 17:00 Kigali time. Only shortlisted candidates will be contacted to sit for the written Exam.

Done at Kigali on 4th May 2023


Immaculate BUGINGO
Coordinator
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University of Rwanda

