



OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT

Project Background

The University of Rwanda is implementing a project entitled “NIHR Global Health Research Group on promoting children's and adolescent's mental wellbeing in sub-Saharan Africa”. This project was jointly awarded to the University of Aberdeen (lead partner), university of Rwanda and the University of Addis Ababa by the National Institute of Health Research (NIHR), UK. The overall aim of this project is to develop, implement, and evaluate an affordable, effective, and trusted whole school mindfulness intervention to improve the mental well-being of children and adolescents in Rwanda and Ethiopia.

In Rwanda, this project will conduct action research and provide capacity building to the selected fellows.

Project finance and administration officer (1post)

Detailed Duties and Responsibilities of Finance and Administration Officer:

1. *Prepare all payments for the project*

- Receive purchase orders and requests for payments through BNR.
- Process all project payments and ensure they are fully supported.
- Ensure approval of payment and submission to BNR
- Check regularly payments made by BNR on project funds
- Strengthen and maintain network with UR-SPIU finance staff, and BNR focal persons.

2. *Produce monthly, quarterly and annual financial statements*

- Prepare bank accounts reconciliation statements
- Analyze financial statements for consistency
- Correct errors found in financial statements;
- Consolidate the accounting information and fill in the reporting format provided by Project partners and by MINECOFIN;
- Follow up the approval of the financial statement report and submit it to the funder, UR and to MINECOFIN in due time;
- Ensure accounting coding and budgeting lines are correct: this includes verification of financial reports, expenses and supporting documents.

3. *Organize Meeting and Manage project correspondences.*

- Support the organization of events, both local and international such as air-ticket bookings, transport, hotel bookings etc.
- Manage correspondences and organize schedule of appointments;
- Help the Principal Investigator to draft concept notes of different events and follow up their approval.



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- Check regularly staff attendance lists during events and ensure they are well prepared and filed.
- Prepare meetings as per plan and draft minutes;

4. Filing Project Documents

- Put in place a proper filing system of the project files.
- Ensure regular filling of all documents such staff lists, requisitions, official correspondences both internal and external correspondences.
- Responsible for transparent and consistent filing of all project management documents;
- Check and control to ensure quality and completeness of justification and supporting accounting documents of all expenses following financial guidelines.

5. Logistics and store management

- Ensure planning and implementation of all administration and logistic activities of the project.
- Prepare monthly, quarterly and annual inventory reports;
- Maintain the asset register and ensure its regular update;
- Ensure good store keeping and distribution of office supplies and ensure regularly available for project activities;
- Organize timely transport for staff going to the field in close collaboration with the Principal Investigator.
- Ensure beneficiary lists are properly verified before processing payment.
- Prepare requisitions acquiring different goods and services for project activities;
- Receive purchase orders send them to suppliers and requests for payments and ensure timely payment of suppliers and service providers.
- Follow up and work closely with the finance unit of UR-SPIU to ensure timely payment of suppliers, staff and service providers.
- Ensure accountability, compliance with laws, value for money and achieve the project unqualified audit opinion;

6. Planning and budgeting

- Provide all necessary data and information to the Principal Investigator, UR-SPIU and other project staff, for them to be able to follow up the preparation of action plan and budget.
- Assist the Principal Investigator, and academic staff in the preparation of project action Plan and Budget.
- Suggest to the Principal Investigator the items that needs more attention during review sessions;



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Direct supervisor: The project finance and administration officer will report to the Principal Investigator.

I. General Competencies Description

1. Resource Management

- Understands and Operates in compliance to regulations and rules regarding management of resources.
- Organizes and oversees work processes to achieve quality results within budgetary provisions.
- Embraces and promotes ethical values and standards to prevent any prejudice in use of organizational resources.
- Monitors, tracks and is consciously aware about usage of resources under his/her responsibility.

2. Analytical Skills

- A high analytical skill Identifies gaps and initiates development of frameworks and policies to guide analysis and/or take action.
- Applies specialist and technical expertise and uses cost – effective means to achieve work objectives and solve problems.
- Analyses issues and options and identifies optimal solutions to different situations.
- Independently engages in tasks requiring interpretation of complex issues.

3. Problem Solving

- Demonstrates creative and innovative thinking to find best solutions. Exercises independent judgment and initiative in solving problems.
- Initiate models or creative approaches to resolving strategic issues. Responds to challenges and problems in a timely manner.

II. Qualifications and Experiences for Administration and Logistics Officer:

The candidate will have the following qualifications and experience:

➤ **Relevant Qualifications**

- A Bachelor degree or A0 in Finance, Accounting, Management or Economics with at least 5 years of experience or having a Master's degree in Finance, Accounting, Management or Economics with at least 3 years of relevant experience;
- Having a professional qualification at least of intermediate level of CPA or ACCA is be an added advantage.

➤ **Experience required**



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- Experience of working with different computer software such as Education Business Management Information System (EBMIS), IFMIS and any other related software.
- Experience of working independently and without close supervision
- Proven experience working with international organizations such as NIHR, World bank, KfW, AfDB, GIZ, etc. is an added advantage.
- Experience in administration for donor funded projects;
- Be fluent in written and spoken English, knowledge of French is an added advantage.

Application procedures

Interested and qualified candidates should submit their applications online to the following link: <https://forms.gle/dqPme3t1CVz78C888> , The application file will be considered complete by submitting the following documents:

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

The deadline for submission of application is fixed on **Tuesday, 30th May, 2023 at 17:00 Kigali time**. Only shortlisted candidates will be contacted to sit for written test.

Done at Kigali on 22nd May 2023


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

