



OFFICE OF THE COORDINATOR

**JOB ANNOUNCEMENT FOR THE POSITIONS OF PROJECT
COORDINATOR, and PUBLIC ENGAGEMENT AND COMMUNICATION
OFFICER**

The University of Rwanda is a Public Institution of Higher Learning committed to support the development of the country through the generation and advancement of knowledge and innovation among other core activities. The University of Rwanda through the Single Project Implementation Unit (UR-SPIU) is implementing a four-year project entitled Social Sciences for Severe Stigmatizing Skin Diseases (the 5-S Foundation). The project is implemented in a consortium led by University of Sussex and partners from Ethiopia, Rwanda and Sudan. This project aims to end neglect of three stigmatizing skin diseases (podoconiosis, mycetoma and scabies) through bringing the social sciences to bear on these conditions in Ethiopia, Sudan and Rwanda. The research will transform the health and wellbeing of people affected by these conditions by identifying interventions informed by social science perspectives at the level of the patient, the community, national and international policy. This is a Research and Innovation for Global Health Transformation program funded by the United Kingdoms' National Institute for Health Research.

To ensure optimal implementation of the grant, UR-SPIU calls for qualified and motivated candidates to apply on the following positions:

1. PROJECT COORDINATOR (1 POSITION)

Location: Kigali

Reports to: Principal Investigator and SPIU Management

• **Overview of the position**

We are looking for a confident, well-organized and self-motivated individual with excellent interpersonal skills to provide logistical and administrative support to the Social Sciences for Stigmatizing Skin Diseases (5-S) Foundation. She/He will provide a professional interface between the Foundation, our research partners, and other stakeholders (e.g. funding agencies, other academic organizations). Working closely with the Foundation staff, She/He will make an important contribution to the research and training achievements of the Foundation and use your excellent communication and IT skills to help disseminate our work in Global Health using a range of media.

A handwritten signature in blue ink, consisting of a stylized 'S' and 'P' intertwined.

MAIN DUTIES AND RESPONSIBILITIES

1. Project work

- 1.1.** To support the academic research and training activities of the Foundation, ensuring that key milestones and objectives are met and appropriate follow-up action taken
- 1.2**To assist with applications for further funding (e.g. collating information, information searches, basic data analysis and presentation, budget preparation, completing online application forms, assist with editing and proof-reading draft grant applications)
- 1.3.** To help identify training needs and to organize workshops and other training activities in collaboration with overseas partners
- 1.4.** To assist research fellows and PhD students with their fieldwork: planning, arranging travel and other logistics, helping to notify relevant stakeholders, etc.
- 1.5** Spearhead all activities that promote the visibility of the project both nationally and internationally;

2. Budget responsibilities

- 2.1.** To manage and monitor the Foundation budget, and provide timely and accurate reports in collaboration with the Finance Officer, to the BSMS Project Manager and Finance officer, and SPIU on a quarterly basis

3. Administrative responsibilities

- 3.1.** Schedule and service regular meetings associated with the Foundation's activities, produce agendas and minutes and take forward agreed actions
- 3.2.** To coordinate input to the annual report for the Foundation, and to develop and support initiatives arising from the report
- 3.3.** To take the lead on events planning, including venue booking, catering, accommodation, budget management and associated correspondence, for workshops, seminars and conferences

4. Other

- 4.1.** To undertake such other duties or responsibilities as may be reasonably assigned by Foundation staff

REQUIRED SKILLS AND KNOWLEDGE

| Skills and abilities | Essential | Desirable |
|---|-----------|-----------|
| Minimum Undergraduate degree in health sciences, social sciences, international development, Development studies, or project management with experience in health sciences. | | x |
| Exceptional verbal, written and presentation skills. | x | |
| Ability to work effectively both independently and as part of a team. | x | |

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| Competency in Microsoft applications including Word, Excel, and Outlook. | x | |
| Excellent programme and financial management skills | x | |
| Excellent interpersonal skills | x | |
| Ability to manage and prioritise multiple tasks | x | |
| Knowledge | Essential | Desirable |
| Knowledge of file management, transcription, and other administrative procedures. | x | |
| Knowledge of current issues and debates in health-related social sciences | | x |
| Experience (minimum of three years) | Essential | Desirable |
| 3 years of professional experience in project management | | x |
| Experience of financial management | | x |
| Experience of working internationally | | x |
| Experience of operating effectively within a team environment, but able to take the initiative and accept individual responsibility. | x | |

2. Public Engagement and Communication Officer (1 position)

Job Description

Location: Kigali

Responsible to: Principal investigator and SPIU management

Position overview

The public engagement and communications officer will support the Social Science for Stigmatizing Skin Diseases (5-S) Foundation. The role will involve working with partners to strategically devise and implement activities to communicate findings and learning from research and, critically, foster stakeholder engagement amongst a diverse audience of patients, careers and representatives, community leaders, health workers and managers, local and national policymakers, and development partners. The candidate will need to develop and maintain relationships with relevant stakeholder groups and networks in order to facilitate and harness opportunities for the use of research knowledge; map and understand how stakeholders access and use knowledge, including research evidence; and work with partners to deliver a range of products and activities.

The candidate will need a broad knowledge and experience of engaging citizens, practitioners and policymakers with and through research, with preferably an appreciation of the key health issues in. S/he will need excellent written and verbal communication skills, foster research, and experience of working with partners to plan and implement activities, build capacity and meet shared goals. There is the possibility that this position could be modified to include postgraduate research and a postgraduate qualification at the host institution.

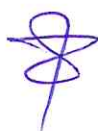
KEY RESPONSIBILITIES

- Develop and deliver activities and outputs to engage key audiences and effectively communicate research evidence.
- Establish and maintain good working relationships and partnerships with groups, networks and individuals in communities, academia, NGO, donor and government.
- Facilitate training and learning activities, including supporting the capacity building of partner organizations.
- Provide inputs into data analysis and the writing of research papers and reports.
- Liaise with UK-based project communications colleagues to contribute to their efforts to communicate research evidence and learning to regional and global audiences.
- Participate in fund-raising activities and negotiate project commissioning.
- Attend regular partner, team and other meetings.

PERSON SPECIFICATION

| Requirement | Essential | Desirable | Assessment |
|-----------------------|--|---|--|
| Qualifications | <ul style="list-style-type: none"> • Postgraduate qualification in health Sciences, Social sciences, development, Public Relations and communications. | | <ul style="list-style-type: none"> • Application |
| Knowledge | <ul style="list-style-type: none"> • Excellent knowledge and understanding of current issues and debates in getting research evidence into decision making. | <ul style="list-style-type: none"> • Knowledge of health issues in the context of Rwanda | <ul style="list-style-type: none"> • Application • Interview |
| Skills | <ul style="list-style-type: none"> • Excellent writing and editing skills in the most important languages of the relevant stakeholder groups, including the ability to tailor material for different formats and communicate specialist knowledge in non-technical language. • Ability to critically appraise complex research or other relevant material quickly and draw out key messages and implications for policy and practice. • Creative thinking. Able to transform creative ideas into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions. | | <ul style="list-style-type: none"> • Application • Interview |

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|-------------------|--|---|--|
| | <ul style="list-style-type: none"> • Strong all-round communication skills, both written and verbal. • A good level of general computer literacy and the ability to pick up new ICT tools and use them effectively. • Excellent interpersonal skills. | | |
| Experience | <ul style="list-style-type: none"> • Minimum of three years in developing and managing partnerships with external organizations and funders. | <ul style="list-style-type: none"> • The ability to identify suitable funding sources and experience of raising funds in an international context. | Application Interview |
| Attributes | <ul style="list-style-type: none"> • Ability to manage and priorities multiple tasks. • Willingness to travel for fieldwork. Entrepreneurial flair in spotting and following up opportunities. • Well organized, with the ability to priorities work in order to meet competing deadlines. • A proactive attitude and an ability to work both in a team and unsupervised. • Flexible approach and ability to cope with change. • Attention to detail and a commitment to the quality of outputs. | <ul style="list-style-type: none"> • Ability to build capacity and train others to gain relevant skills. | <ul style="list-style-type: none"> • Application • Interview |



Application procedures

Interested and qualified candidates should submit their applications online to the infospiu@ur.ac.rw with a copy to urspiucoor@gmail.com and jonmugume@gmail.com. The title of the position should be clearly indicated, and application file must be a single PDF file and should contain the following document:

1. Application letter in English addressed to UR-SPIU Coordinator
2. A detailed Curriculum Vitae
3. A copy of academic degree and academic transcripts
4. A copy of proof of previous relevant experience
5. A copy of ID

The deadline for submission of the application is set on **9th October 2020**. Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 2nd October 2020

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

