



OFFICE OF THE COORDINATOR

JOB ADVERTISEMENT

BACKGROUND

The University of Rwanda's Single Project Implementation Unit (UR SPIU) is implementing a project ACT-CHIK Project under the funding from European Union under the EDCTP III mechanism. This is a research initiative focused on the clinical evaluation of a novel measles-vectored chikungunya (MV-CHIK) vaccine developed by the Institut Pasteur. This promising vaccine candidate has demonstrated strong safety, tolerability, and immunogenicity in preclinical studies and Phase I/II clinical trials conducted in both endemic and non-endemic regions.

Building on these results, the ACT-CHIK project aims to advance the vaccine into Phase Ib/III clinical trials in African populations, while strengthening regional capacity in vaccine research, development, and pandemic preparedness. The project also supports technology transfer and future manufacturing partnerships in Africa.

To support the successful implementation of project activities, including coordination, logistics, communication, and event organisation, the University of Rwanda seeks to recruit qualified and motivated candidates to join the project team at UR SPIU.

Their contribution will be critical in ensuring effective implementation and fostering collaboration across all aspects of the project. It is in this context that the University of Rwanda, through the Single Project Implementation Unit (SPIU), wishes to recruit competent staff to fill the following position at UR SPIU.

Position: Health Communication Specialist

Main Duties and Responsibilities

1. Communication and Reporting

- Developing and implementing communication and reporting strategies for the project.
- Managing project visibility through social media platforms, websites, newsletters, and other communication channels.
- Supporting partnership development with local and international institutions, funders, universities, NGOs, and private sector organisations.
- Coordinating stakeholder engagement activities, workshops, conferences, and public events.
- Drafting communication materials, including press releases, reports, concept notes, and promotional content.

- Draft official correspondence, including letters, memos, and emails for internal and external communication.
- Supporting branding and public relations activities to strengthen project positioning.
- Assisting in the preparation and review of partnership agreements and Memoranda of Understanding (MoUs).
- Conducting stakeholder mapping and maintaining strategic networks.
- Facilitate timely submission of activity reports, travel justifications, and documentation required for reporting and auditing.
- Perform any other administrative or programmatic duties as may be assigned by the Principal Investigator, Project Manager or SPIU Coordinator.

2. Event, Meeting, and Travel Logistics Management

- Prepare and organize meetings (virtual and physical), including scheduling, sending invitations, drafting agendas, and distributing relevant documentation.
- Take minutes during meetings and ensure timely circulation of validated minutes and follow-up on action points.

Qualifications and Experience:

- Must have a bachelor's degree in Communication, Arts or Social Sciences with at least 2 years of work experience working in the field of communication.
- Having a proven health communication working experience in the health-related fields or higher learning institutions
- Having worked or trained within research organizations conducting vaccine and clinical trials (e.g. International Vaccine Institute, GAVI, etc.)
- Must be fluent in both English, French and Kinyarwanda
- Good organizational, interpersonal, and communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Professional attitude and strong attention to detail.
- Having at least 3 years of experience working with higher learning institutions
- Young females are encouraged to apply

APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link <https://forms.gle/8XHETvEmxU935AAJ6> . The application file must contain the following documents:

1. Application letter addressed to UR-SPIU Coordinator, indicating the position.
2. A detailed Curriculum Vitae
3. A copy of the academic degree and academic transcripts (as one document)
4. A copy of proof of previous relevant experience (as one document)

5. A copy of National Identity and/or passport

The Deadline for submission of the application is set on 30th June 2026 at 5:00 PM. Only shortlisted candidates will be required to sit for the written test.

Done at Kigali on 22/06/2026.



Dr. Michael MUGISHA, MPH, PhD

Coordinator

Single Project Implementation Unit (SPIU)

University of Rwanda.