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**OFFICE OF THE COORDINATOR**

**JOB ANNOUNCEMENT**

**BACKGROUND**

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.

In that regard, the University of Rwanda is implementing a study that use point of care viral load (PoC VL) monitoring intervention to improve virological suppression among children and adolescents (age 0-19 years) **“Point of care testing project”**.

To fulfill optimal functioning, UR-Single Project Implementation Unit (SPIU) calls for qualified and motivated candidates to apply on the following positions for a one-year renewable contract.

**1. Research Assistant**

**Summary of the post**

The UNAIDS developed the 90-90-90 strategy to end the HIV/AIDS pandemic by 2020. The third 90 focus on those on treatment having a viral suppression. To achieve the third 90, the WHO recommends six-month viral load monitoring for suppression. Monitoring of viral suppression enables appropriate use of ART and encourage adherence and prevent development of drug resistance. Rational use and adherence to ART preserves the more affordable first and send line of treatment options in resource-poor settings. One of the barriers to effective VL monitoring is the standardized care approach of centralized VL testing done at specialized laboratories. The turnaround time, for HIV VL test and result, related logistical challenges, can hinder early initiation or continuum of HIV healthcare.

PoC/ VL monitoring is novel approach that has been validated and eliminates most of the challenges associated with centralized VL monitoring including potential delays and logistical challenges. The project aims to examine the feasibility, acceptability, and effectiveness of using point of care viral load (PoC/ VL) monitoring among children and adolescents living with HIV in East Africa. Additionally, perception and attitude of study participants to use of PoC for HIV VL monitoring will be explored.

Reporting to the local Trial Coordinator, the Research Assistant will serve as one of a larger team of Research Assistants implementing day-to-day activities and participate in scientific research assessing effectiveness, feasibility, acceptability of PoC VL in addition to evaluate the perception and the psychosocial aspects of using this approach to monitor viral load, The Research Assistant will be required to frequently travel between investigative sites

### **Overview of your tasks**

- Work closely with the Trial Coordinator to implement PoC VL intervention at investigative sites
- Support the assessment team in evaluation of both PoC VL interventions and study components (effectiveness, feasibility, and acceptability).

### **Major roles and responsibilities:**

- Assess eligibility of participants for inclusion in the study and conduct proper consent procedures for study participation
- Participate in formative research using qualitative methods to better understand and capture important cultural and contextual dynamics
- Support to develop, contextualize, and pilot new and existing assessment tools
- Conduct and administer surveys as part of interviews with study participants and healthcare workers either face-to-face or by phone
- Support assessment activities at site-level and ensure that data are recorded, uploaded, and shared on time
- Ensure that follow-up data collection is carried out with the appropriate study participants at specified time intervals
- Participate in training assessment team and routinely share experiences and best practices to improve data collection processes.
- Liaise regularly with study sites and facility staff to ensure that study procedures and protocol are being followed

- Work closely with data management team to ensure any gaps in the data collection and evaluation activities are identified, through routine review of data, resolve problems and clarify data collected
- Support the development and pilot test micro-interventions in the two Rwandan intervention sites.
- Provide logistical support to the local Trial Coordinators at the University of Rwanda and the different investigative sites
- Prepare information and reports for internal and external communication as required.
- Perform other duties as assigned by the supervisor or their nominees.

**Required Skills and Qualifications:**

- A minimum of bachelor's degree in Public Health, Nursing, Psychology, Sociology, Anthropology or similar field with at least 5 years of work experience
- Experience of being involved in a randomized controlled trial.
- Experience of obtaining institutional ethical review approvals.
- Experience of working on a mental health and psychosocial support intervention.
- Demonstrate experience in qualitative and quantitative research

**Desired Skills and Qualifications:**

- Related Master's degree is an essential
- Excellent organizational skills demonstrated by ability to deliver to deadline.
- Excellent skills in critical thinking
- Proficiency with Microsoft office suite (excel, word, PowerPoint, outlook)

**2. Finance and Administrative assistant**

**Summary:**

Through the PoC project, the project administrative assistant will provide the administrative support related to accounting, finance, administration, procurement, and logistical support. Reporting to the local Trial Coordinator, the Admin Assistant will serve as a focal point for finance, administrative and human resource support, and services. S/he will ensure financial controls and accountability mechanisms are affected, implemented, and followed and timely prepare financial reports.

## **Duties and Responsibilities:**

Major roles and responsibilities:

- Timely prepare budgets, cash requests, and accounting reports
- Monitor grant spending and projections as informed by the project leads
- Maintain all financial files of all-necessary taxes, utilities, and fund expense claims
- Assist in the tracking of activity costs, project expenditures and preparation of quarterly budget reviews
- Manage and follow up on collaboration contracts and other different contracts (rentals, insurances, office leases etc.)
- Draw up new and renew staff contract in accordance to available funding
- Coordinate employees' transport needs in terms of car hire, car sharing etc.)
- Prepare all required financial and administrative, and human resources reports including staff leave
- Coordination support for procurement management and reviewing of procured items against spending plans
- Assist in training, seminars and workshop preparations and coordination
- Prepare casual laborer's attendance sheets, payrolls and payment sheet
- Office management; maintain a good filing system for all project related documents, including official letters, personnel files and other official documents
- Perform other duties as assigned by the supervisor or their nominees.
- Support admin and finance communication between research team and SPIU

## **Required Skills and Qualifications:**

- A minimum of Bachelor's degree in Finance, Accounting, Economics, marketing or another related field with at least 5 years of work experience.
- Demonstrated experience in administration and accounting field.
- Ability to perform accounting and budgeting functions using spreadsheets
- Demonstrated experience creating monthly financial reports and spending projections
- Ability to establish priorities, work independently and proceed with objectives without close supervision

- Excellent organizational skills demonstrated by ability to deliver to deadline
- Excellent analytical skills and report writing skills
- Proficiency with Microsoft office suite (excel, word, PowerPoint, outlook)
- Proven ability to work independently and as part of a team.
- High level of flexibility and tolerance to ambiguity
- Self-motivated and client-orientated with a strong sense of personal ethic, integrity, and quality

**Desired Skills and Qualifications:**

- Related Master's degree
- Fluent in Kinyarwanda and/or French

**APPLICATION PROCEDURE:**

Interested and qualified candidates should submit their applications online to the link [https://docs.google.com/forms/d/1aIOAaoeAPneLF0nDk9aSLj-NZmkZpbmz7yP1DZZ\\_Ob0/edit](https://docs.google.com/forms/d/1aIOAaoeAPneLF0nDk9aSLj-NZmkZpbmz7yP1DZZ_Ob0/edit) and attach all required documents. You must login to your Google account for you to access the application link above. Documents required are:

1. Application letter in English addressed to UR-SPIU Coordinator
2. A detailed Curriculum Vitae
3. Copies of academic degree and academic transcripts (as one document)
4. Copies of proof of previous relevant experience and list of publications, if any (as one document)

**The deadline for submission of the application is set on 17<sup>th</sup> November 2021.** Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 5<sup>th</sup> November 2021

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