OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT FOR THE POSITION OF SENIOR DIGITAL HEALTH OFFICER (SDHO) FOR EAST AFRICAN COMMUNITY POOLED PROCUREMENT MECHANISM (EAC PPM)

1. INTRODUCTION

The Rwanda's Ministry of Health has received funds from the African Development Bank (AfDB) to implement the Regional Pharmaceutical Sector Support Project. Part of the financing is intended to cover eligible payments for the recruitment of a Senior Digital Health Officer (SDHO) to support the operationalization of the EAC Pooled Procurement Mechanism (EAC PPM).

The vision of EAC PPM is to ensure quality and timely availability of health commodities to the public through a cost-efficient, sustainable, and effective supply chain. Ultimately, the EAC PPM will safeguard the availability of medical products and technologies throughout the EAC by nurturing an economical and financially sustainable supply chain, which can meet current and future need and manage increasing complexity. The Mission of EAC PPM is to provide equitable and sustained access to safe, efficacious, quality-assured affordable medicines. The Access to Medicines (ATM) goal will be measured in the long run by demonstrating that medicines and health commodities are available: to the right patient, at the right drug dose, at the right cost, for the right route, and at the right time.

Main Purpose of the Job:
To develop and implement comprehensive digital transformation strategies for the EAC Pooled Procurement Mechanism (EAC PPM). This will require to support the development and operationalisation of the EAC Pooled Procurement Mechanism (EAC PPM). More specifically, the expert shall facilitate all regional activities related to data science, Information Systems Engineering, Health Informatics and Innovation in relation to managing the EAC PPM Regional Digital Health Platform.

Job Profile

Grade: P2 on EAC Secretariat scale
Organ: EAC RCE-VIHSCM / EAC Secretariat
Department: EAC RCE-VIHSCM
Duty Station: EAC RCE-VIHSCM (Kigali-Rwanda) with frequent travel throughout the EAC
Reports to: Director of EAC RCE-VIHSCM

Duration: One (1) Year renewable given budget availability
Funding: AfDB
Nationality: Open to all EAC citizens

2. Roles and Responsibilities:

1) To oversee the development and management of the Regional Digital Health Platform for EAC PPM:
   a) systematic collection, storage and analysis of vital data, information and knowledge related to the EAC PPM
   b) tracking procurement information and using data analytics techniques to present the trends through user friendly data visualizations tools
   c) dissemination and sharing of procurement data, information, knowledge, evidence, innovations and other programmatic issues among Partner States and other global, regional and national Partners
   d) support translation of access to medicines data/information including but not limited to falsified and substandard medicines (FSM), and antimicrobial Resistance (AMR) research evidence and any other valuable information into policy, strategy and programmes.
   e) advocacy, communication, sensitization and resource mobilization for EAC PPM
2) Ensure regular EAC regional Knowledge Management (EAC PPM and PMS) data and information) dissemination mechanisms and the relevant applications are functioning and kept up-to-date.
3) To develop and disseminate the annual electronic EAC PPM data/information in all Partner States
4) To facilitate the harmonization and analysis of health indicators for collection and repackaging of regional and Partner States data, information and knowledge on EAC PPM
5) To conduct hands-on training to Partner States ICT/e-health, HMIS experts in the use of the Regional Digital Health Platform for EAC PPM
6) Facilitate and support the development of policies and strategies such as EAC regional Knowledge Management strategy and Advocacy/Communication Strategy in relation to the EAC PPM and its Regional Digital Health Platform
7) To facilitate and coordinate international collaboration and cooperation in Health Informatics and knowledge Management within the region, the Continental PPM and global PPM Ditigal Platforms
8) To implement EAC Council of Ministers and Sectoral Council of Ministers of Health decisions and directives and prepare progress reports with respect to EAC PPM

9) Promote positive corporate culture and image of the EAC/RCE.
10) Represent UR/EAC RCE-VIHSCM and EAC Secretariat in different technical, national, regional, and global pooled procurement platforms.

11) Undertake any other related task that may be assigned by the Supervisors.

3. Required Skills and Qualifications

- A Master's degree in a relevant field such as Health Informatics, Computer Science, Software Engineering, Information Technology or equivalent.
- Eight (8) years of relevant experience with at least 3 years spent in a Pooled Procurement environment at least at middle level.
- Experience with EAC and Donor-funded Projects such as World Bank, AfDB, EU, USAID is essential.
- Has a sound understanding of the eHealth architecture in the EAC health care system and interoperability of various systems within that ecosystem.
- Proven track record of successfully implementing digital transformation initiatives.
- Hands on experience in the planning, roadmap development and implementation of major system transitions.
- Strong understanding of digital solutions applicable to the healthcare supply chain which includes but not limited to procurement, inventory management, distribution, last mile visibility and dashboards.

Skills and Competencies:

- Excellent management and organizational skills,
- Ability to handle multiple tasks without compromising quality;
- Team building skills;
- Strong monitoring and evaluation skills;
- Excellent interpersonal and communication skills;
- Negotiation skills and ability to work independently in a diverse environment;
- Proven public health technical and analytical capabilities and research skills;
- Excellent drafting and report writing skills.
- Ability of developing the integration of digital health systems with existing healthcare infrastructure such as DHIS2

4. Application Procedures

Interested candidates are invited to apply by sending their application files by email to the address: **spiurecruitment@gmail.com** and copy to **info.rcevihscm@ur.ac.rw and director.rcevihscm@ur.ac.rw**; not later than 9th July 2025 at 11:59pm East African Time.

Required Documents are:

- A letter of motivation as an expression of interest;
- An updated and signed curriculum vitae detailing professional experience and similar assignments, with the list of three referees and their contact details;
- Copy(ies) of the academic qualification certificate(s);
- Copies of work or service certificates mentioned in the CV.
- Copy of Passport or ID

Done at Kigali on 30th June 2025

**Dr. Michael MUGISHA, MPH, PhD
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Single Project Implementation Unit (SPIU)
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