



OFFICE OF THE COORDINATOR

**JOB ANNOUNCEMENT FOR THE POSITIONS OF A RESEARCH
COORDINATOR AND MONITORING AND EVALUATION SPECIALIST**

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 received funds to implement research and capacity building grant entitled **“Expanding Research capacity of Family planning, Comprehensive abortion care and sexual and reproductive health and rights”**. The project is implemented in collaboration with the University of Michigan.

To ensure optimal functioning of the Program, the University of Rwanda through Single Project Implementation Unit (UR-SPIU) calls for qualified and motivated candidate to apply to the following positions:

1. RESEARCH COORDINATOR (1 POSITION)

Reports to: UR Co-Principal Investigator (UR Co-PIs) with dotted reporting line to CIRHT-UM’s PI and Co-PI

Summary:

The Research Coordinator will support CIRHT-UM funded research projects and facilitate research education activities. Working in collaboration with the University of Rwanda (UR) School of Nursing and Midwifery and Obstetrical and Gynecology department (SONM/OBGYN) project team, the coordinator is expected to promote a culture of research among project participants and faculty in medicine, nursing, and midwifery. She/ he will conduct and facilitate training in research methodology and provide technical guidance, and training coordination and facilitation through each step in the research life cycle to increase the number, quality, and visibility of research outputs by UR trainees in family planning (FP), comprehensive abortion care (CAC), and sexual and reproductive health and rights (SRHR). She or He will also provide continuous

personalized guidance from the selection of research proposals through to publication. This individual is the principal liaison between all relevant projects teams at UR with CIRHT-UM and serves under the administrative supervision of the CIRHT-UM focal point(s) at SONM/OBGYN of the UR.

Duties and Responsibilities:

- Effectively coordinate and communicate stakeholder planning and deliverable requirements for projects and initiatives to team members
- Communicate project progress to all stakeholders
- Identify potential research ideas with interested trainees and faculty
- Support development of and organize the review of research proposals
- Provide technical support in project design, implementation, and follow-up for research
- Organize relevant capacity building activities (research methods trainings, literature reviews)
- Identify institutional and other local resources to support training or mentorship in research
- Monitor all project research activities, including list of research proposals, institutional review board applications, consent forms, data management, and training materials
- Monitor, regularly report on, and ensure timely execution of research activities
- Support data management and analysis capacity building and strengthening, including training and mentorship
- Explore, encourage, and facilitate abstract submissions and participation of faculty in institutional, regional, and international research forums
- Ensure a system is in place to prepare reports as required by CIRHT-UM and the funding agencies

Required Skills and Qualifications:

- MPH/MSc OR Msc/Mph; OR PhD, with deep knowledge and experience in conducting research in health-related fields
- 5+ years of experience as a research team member, or ideally leader, of various research teams
- Experience in quantitative and qualitative research methods
- Demonstrable experience in mentoring and supporting research activities, from design through publication
- Background in Biostatistics or strong experience in Data Management
- Proficient in data analysis software, including STATA and SPSS
- Experience in organizing and conducting training in academic settings
- Knowledge of the tools, policies, and practices for research in an academic health setting, including patient and participant consent,



ethical reviews, systematic literature reviews, data management, and peer review

- Project Management knowledge and experience is a must
- Self-directed and detail oriented
- Fluency in English required with exceptional English language verbal and written communication skills
- Available and willing to start immediately if selected

Desired Skills and Qualifications:

- MD or Nurse or Midwife in addition to above requirements
- Experience in working at a medical training institution with faculty and in a clinical medicine or as a research faculty in Nursing or Midwifery
- Authored journal publications in clinical research, preferably in reproductive health
- Fluent in Kinyarwanda and/or French

2. MONITORING AND EVALUATION SPECIALIST (1 POSITION)

Reports to: UR CO-Principal Investigators (CO-PIs) with dotted reporting line to CIRHT-UM's Managing Director

Summary:

The local Monitoring and Evaluation (M&E) specialist serves under the administrative supervision of the CIRHT-UM Co-PIs at SONM/OBGYN of the University of Rwanda (UR) and will work directly with CIRHT-UM's Managing Director and will be responsible for monitoring, observing, and reporting the progression of CIRHT-UM project activities. She/he will ensure adherence to all project, partner, institutional, and funder guidelines. In coordination with CIRHT-UM's Managing Director, the M&E specialist will collect and analyze data in accordance with CIRHT-UM's M&E Framework, interview key stakeholders, conduct frequent project site-visits and present findings and feedback to/from stakeholders.

Duties and Responsibilities:

- Assist the local project Research Coordinator in baseline and benchmark information gathering for measuring FP/CAC/SRHR related research project achievements and impact at the project objectives and results levels
- In collaboration with the local Research Coordinator assist and assess the current research capacity of SONM, OBGYN and collaborating UR departments in terms of research methodology knowledge and practices

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- to plan periodical monitoring, data collection, archive, analyze and communicate results
- Submit regular quarterly M&E reports on project related activities in accordance with the M&E reporting schedule set by CIRHT-UM's Managing Director
 - Prepare initial draft evaluation report and submit to CIRHT-UM and relevant partner institutions for feedback and any necessary action
 - Conduct program audits to analyze performance and determine whether the program is accomplishing its stated goals in a timely manner consistent with the project schedule
 - Review documents, annual work plans, progress reports and midterm evaluation reports (if any) to assess progress made in the implementation of various CIRHT activities including projects
 - Document best practices in selected areas and share with relevant stakeholders at national forums
 - Track progress made on the project implementation and submit annual reports summarizing all project activities, conclusions, and recommendations
 - Having a work experience with a recognized research organization on reproductive and sexual health projects

Required Skills and Qualifications:

- Master's Degree in Public Health, Nursing or Midwifery
- Knowledge in Project Management, Planning and M&E
- At least 3+ years of experience in implementing projects related to public health, Nursing, Midwifery, or ideally leader in Reproductive Health issues (FP/CAC and SRHR)
- Experience of Monitoring and Evaluation of Reproductive Health concepts, systems and tools
- Basic knowledge of qualitative and quantitative research and development policies and strategies
- Ability to conduct monitoring follow-ups, data collection, and archiving
- Experience with data collection using qualitative and quantitative approaches
- Familiarity with working in both rural and urban settings with a focus on participatory processes
- Proficient computer literacy skills with very good knowledge of MS Office Suite and use of other biostatistical software such as SPSS and STATA
- Proficient use of PCs, tablets, and other commonly used electronic devices
- Demonstrable willingness to work in a team and in team settings



- Capable of performing assigned tasks promptly and within stated deadlines
- Available and willing to start immediately if selected

Desired Skills and Qualifications:

- Fluent in Kinyarwanda and/or French
- Previous experience in M&E data collection and dissemination of M&E related information to faculty and clinical service providers

APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to spiurecruitment@gmail.com with a copy to infospiu@ur.ac.rw

The title of the position should be clearly indicated and application file must be a single PDF file and should contain the following documents:

1. Application letter in English addressed to UR-SPIU Coordinator
2. A detailed Curriculum Vitae (CV)
3. A copies of academic degree and academic transcripts
4. A copy of proof of previous relevant experience and lists of publications where appropriate

The deadline for submission of the application is set on 3rd October 2021 at 6pm.

N.B. Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 27th September 2021


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

