



OFFICE OF THE COORDINATOR

**JOB ANNOUNCEMENT**

The University of Rwanda (UR) in collaboration with Rwanda Biomedical Centre (RBC) and PATH is conducting an observational analysis to evaluate evidence generated during piloted new net distributions in Rwanda. Findings will help to introduce and support high-impact health interventions with the ultimate goal of ending preventable child and maternal deaths within a generation. The Program is focused on ensuring that all population most in need have equitable access to quality health care services to save lives. New Nets Project initiative to catalyze the market of next generation of Long-Lasting Insecticide Treated Nets (LLINs), Rwanda will be piloting the deployment of Interceptor G2 LLINs in selected districts where enhanced surveillance activities will be used to support observational impact analyses. The project will be having different components including epidemiology, anthropology, and entomology components.

It is from this background that the University of Rwanda-Single Project Implementation Unit would like to recruit a competent, motivated and qualified Rwandan to serve on the following position:

**1. FINANCIAL MANAGEMENT SPECIALIST (1 POSITION)**

**MAIN DUTIES AND RESPONSIBILITIES**

- Verify the supporting documents prior to the preparation/approval of payments;
- Ensure accounting transactions are recorded in accordance with accounting standards and principles;
- Ensure regular and proper filling of all projects accounting documents;
- Prepare financial reports and other reports on a monthly, quarterly and annually as may be required by the project/program legal agreements or by other stakeholders;
- Ensure financial management of capital and operational budget. This will include budgeting, capturing of project costs, preparing payment documents and ensuring all the resources cost recoveries are done;
- Support Project Coordinators/Principal Investigators in financial planning and elaboration of budget proposals;
- Undertake and perform analysis on finances, budget execution vis-à-vis planned procurement and purchases in order to inform/guide the Project Coordinators/Principal Investigators and SPIU;
- Ensure accountability, compliance, value for money and achieve the project unqualified audit report;
- Perform any other related tasks as may be assigned by the immediate supervisor.



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**REQUIRED QUALIFICATION AND SKILLS**

- Master's degree in Accounting or Finance with 5 years of experience in Financial Management Practices ;
- A qualification in any Accounting or Finance professional course such as ACCA, CPA is a must;
- Having experience in Government accounting including the use of the Government's Integrated Financial Management System (IFMIS) will be an advantage;
- Experience in accounting for the donor-funded projects;
- Excellent leadership and managerial skills, strong negotiation skills, great teamwork, strong analytical skills, strong planning and budgeting skills, strong attention to detail skills and problem-solving skills;
- Strong computer skills, especially in Microsoft Excel, PowerPoint, Access and Accounting packages;
- Excellent oral and written communication in English;
- Able to work independently with minimal supervision;

**Application Procedure**

Interested candidates should send their applications electronically to [infospiu@ur.ac.rw](mailto:infospiu@ur.ac.rw) and with a copy to [urspiucoor@gmail.com](mailto:urspiucoor@gmail.com) with a copy to: Project coordinators at [jsinayobye@path.org](mailto:jsinayobye@path.org) and [jsingirankabo@path.org](mailto:jsingirankabo@path.org)

Application should contain (1) Cover letter detailing your motivation for applying, (2) Curriculum vitae, (3) Supporting documents providing educational background and professional experience and (4) three references.

All application documents should be **in one single PDF document**, and the email submitting the applications should clearly mention the **position** applied for in the subject matter of the email.

The University of Rwanda (UR) has an equal opportunity and affirmative action employer and encourages applications from women and persons with disabilities.





UNIVERSITY of  
RWANDA

## UR-SINGLE PROJECT IMPLEMENTATION UNIT

### OFFICE OF THE COORDINATOR

The deadline for submission of application is fixed on **31<sup>st</sup> December 2019, at 5:00pm.**

Only shortlisted candidates will be contacted to proceed with written and oral tests.

Done at Kigali, on 23<sup>rd</sup> December 2019

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

