



## **JOB VACANCY ANNOUNCEMENT: Program Officer - Organizational Development**

### **ABOUT HPR**

Healthy People Rwanda (HPR) was established in 2011 by university students at the National University of Rwanda and was registered in 2013 as a local non-governmental organization that addresses inequalities in health while promoting a knowledge-based society. HPR's main goal is to contribute to the development of health and human resources in the health sector and local communities in Rwanda. Through projects with local and international partners, HPR seeks to strengthen the capacity of Rwandans and create a hub for diverse expertise of young professionals who can contribute to local policies and programs. Since its inception, HPR has directed efforts to critically neglected areas such as Road Safety and has become the go-to organization for the Government of Rwanda in its effort to address road traffic crashes which, despite great progress, remains a difficult challenge.

### **Our Mission**

The mission of Healthy People Rwanda is to empower local communities and improve their quality of life through integrated health development commitments, effective service delivery and grassroots impact evaluations.

### **Our Vision**

We are inspired and energized by one unifying vision: A future in which young people are empowered and everyone has the best health possible.

### **Our Values**

- **Teamwork:** The people of HPR work as a cohesive unit with common systems, common knowledge, and unconditional teamwork.
- **One mission:** We believe that every system is designed to achieve the results it gets, and only through continuous improvement of systems will we make a difference in the quality of health and health care the world over. Patient and community centered results define our success.
- **Catalysts:** To be an independent catalyst for monitoring development commitments, delivery and impact on the grassroots; and to add more strong African voices to the development agenda
- **What matters:** We interact with children, youth, adults and everyone with a spirit of cooperation, a sense of humor, and the utmost respect.
- **Celebration and Thankfulness:** Our mission is long, and our work is not easy. We take time to look back, as well as forward, to thank each other, and to take pride in what we do.

HPR is democratically organized and governed by the General Assembly, Executive Committee and the Board of Directors. All members in HPR have equal right to vote and run for any position within the organization and members design, implement and evaluate different project activities in their specific project groups. They are the core foundation of HPR and they decide the direction of the organization.



# HEALTHY PEOPLE RWANDA

Reg. 065/NGO/RGB/2016



<http://www.hprwanda.org>

We aim to hire a self-directed, motivated professional who wants to grow with the organization. While this contract position presently has funding for only one year we hope to find a coordinator with long-term aspirations to collaborate with various partners, locally serving Rwanda by actively seeking and submitting applications for funding of future projects.

**Employer:** Healthy People Rwanda

**Job Title:** Program Officer - Organizational Development

**Supervisor:** Members of the Executive Committee

**Reporting to:** President of Healthy People Rwanda

**Status:** Full time position, based in Kigali. Contract duration: 6 months (with possibility of renewal to 12 months total)

**Headquarters Address:** KN 5 rd & RN3, Kigali Airport Road, Remera, near great apartment hotel

**Tel:** +250788701727

**Email:** [hprwanda@gmail.com](mailto:hprwanda@gmail.com), [innocent.n.nzeyimana@gmail.com](mailto:innocent.n.nzeyimana@gmail.com)

For more info, visit us on: <http://www.hprwanda.org> Twitter: @HealthyPeopleRw

## ROLE AND RESPONSIBILITIES

Under the overall supervision of the HPR board and executive committee, the program officer will be an integral part of the leadership team. In general, HPR seeks an individual that sees themselves as essential to achieving smooth day-to-day operations and longitudinal growth of the organization globally. This coordinator will be responsible for the following:

- Monitor news sources and informal communications relevant to HPR initiatives in Rwanda, including but not limited to road safety, sexual/reproductive health, non-communicable disease, and health disparities.
- Prepare and distribute organizational and partner meeting agendas, participate as indicated, and record then distribute minutes to engaged parties.
- Solicitation of new opportunities to fund projects in HPRs scope of interest, learn to utilize databases of potential funders, and prepare briefs to describe the potential of a successful application
- Coordinate the process and provide needed expertise and technical support for the elaboration of a budget plan, accounting of finances, strategic/operational plans, and results frameworks relevant to HPR initiatives.
- Lead efforts to expand organization capacity by obtaining certifications such as 501c3 nonprofit status in the USA and similar registrations.
- Ensure the general coordination of ongoing organization activities including direct supervision of project staff and volunteers
- Prepare, submit and follow up on applications to institutional review boards, ethics and research committees as needed for projects
- Prepare, submit and follow up on required reporting to funders of HPR initiatives
- Collaborate with organization Leadership to ensure stakeholders and members are fully engaged in the organization projects
- Organize meetings with relevant stakeholders and HPR partners as needed for ongoing projects and planning at all levels



- Represent HPR in different meetings and workshops as needed
- Engage the general assembly of HPR members on a regular basis (at least monthly) to assure continued participation and growth of initiatives
- Prepare and submit regular activity reports and field notes to effectively capture lessons learnt on the ground from the project and publish online a monthly newsletter
- Document best practices and most significant success stories of HPR initiatives and project activities, keep the website and social media updated
- Carry out other project support tasks and provide administrative support as needed

## SKILLS AND REQUIRED QUALIFICATIONS

- Master's or Bachelor's degree in relevant fields (Project management, Public Health, etc) with a research background as a plus.
- Managerial, problem solving and leadership skills, ability to think strategically
- Team working and organization skills in public health related domains
- Experience in project proposal writing
- Working experience of 2 or more years in a related field.
- Demonstrated ability/experience in working with Local Leaders is desirable.
- Good planning, organizing and public health communication skills
- Excellent analytical and advocacy skills
- Experience in providing administrative leadership and support to work teams
- Fluency and writing skills in English and Kinyarwanda are required.
- Proficiency with Excel, Word, PowerPoint and google drive/docs
- Be of demonstrated moral integrity
- Be able to work during weekend when necessary
- Be available Saturday or Sunday November 21-22 for an in-person interview
- Be available to begin work by Monday November 30

## APPLICATION DOCUMENTS

Please compile the following items into a single PDF named your name\_HPR\_JOBAPP:

- Cover letter with an explanation of your understanding of the job as advertised, your qualifications and why you would be a general asset to HPR as a nonprofit
- Curriculum Vitae of no longer than 3 pages with the names, phone numbers, emails and spoken language of three 3 references
- Copies of degrees, relevant certificates and your legal identification/passport

## HOW TO APPLY

Interested applicants are requested to **submit their application files by email to [hprwanda@gmail.com](mailto:hprwanda@gmail.com) with the subject of your name\_HPR\_JOBAPP by Thursday, November 19, 2020 before 10:00 PM.** Late applications will not be considered. Only shortlisted candidates will be contacted, feel free to contact us with questions in English via whatsapp at +13033357865