

TERMS OF REFERENCE FOR A PROJECT COORDINATOR AT HEALTHY PEOPLE RWANDA

ABOUT HEALTHY PEOPLE RWANDA

Healthy People Rwanda (HPR) was established in 2011 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.

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.

Through Tukurinde project and other road safety projects, HPR in partnership with local and international governmental and non-governmental institutions, HPR seeks to improve lives of road users especially Powered Two Wheelers (PTW) road users by partnering in developing a helmets manufacturing facility in Rwanda and implement different road safety projects that will decrease road traffic injuries across the African continent.

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.

About Tukurinde Project

Tukurinde project is funded by the UN Road safety fund and FIA Foundation and will be implemented by Healthy People Rwanda and the Ministry of Infrastructure with collaboration with the UNECE and UNECA. It has as the main objective to save lives and prevent disability by developing local powered two-wheeler (PTW) helmet impact testing/certification capacity to improve user head protection in crashes; the first step in legislating a Rwandan standard, using existing international regulation and ultimately local manufacturing that will generate revenue

and eliminate supply constraints. There are some more details here <https://roadsafetyfund.un.org/projects/tuwurinde-lets-protect-head>

Planned activities include: supporting Rwandan policy makers and stakeholders in development of PTW helmet standards legislation, regulatory, enforcement and public awareness frameworks. Pre and post-implementation data collection for determination of the success of a proper PTW helmet use sensitization and behavior change campaigns. Drafting and executing of partnership agreements to facilitate installation of and academic access to a helmet testing lab in the RSB. Comprehensive monitoring and evaluation of all activities, documentation and dissemination of our outputs in scholarly and social media outlets.

Employer: Healthy People Rwanda

Job Title: Project Coordinator

Supervisor: HPR President and Project Consultants

Status: Full time position

Contract duration: 12 months with option to renew for 12 months.

Office Address: KK 341 Street, Kicukiro – Niboye, [Kigali-Rwanda](#); Tel: +250788701727

Email: programs@hprwanda.org

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

ROLE AND RESPONSIBILITIES

Under the overall supervision of the HPR board and executive committee, the project coordinator will be an integral part of the leadership team. They will take pride in their primary responsibilities coordinating the HPR led elements of the UNRSF/FIA foundation supported Tuwurinde project from start to finish. 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:

- Coordinate project management activities, resources, equipment and information
- Break projects into doable actions and set timeframes
- Assign tasks to internal teams and assist with schedule management
- Make sure that project objectives are met on time as projects evolve
- Analyze and propose mitigation strategies of risks and how to capitalize on opportunities
- Oversee project procurement activities and accounting
- Monitor project progress and communicate to supervisors your plan to handle any issues that arise

- Act as the point of contact and communicate project status between all projects partner
- Work with their supervisors to eliminate impediments to project success and organizational growth
- Use tools to monitor working hours, plans, activities and expenditures
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Coordinate research activities related to the project
- Create and maintain comprehensive project documentation, plans and reports maintaining a shareable written record in which to track and be accountable for deliverables
- Prepare and deliver presentations to key stakeholders and partners as directed
- Conference/meeting planning and logistics management
- Manage other project staff in order to complete activities and take responsibility for achieving deliverables on time
- Perform any other duty in line of other related projects assigned by HPR president and/or HPR Programs Director

Education Qualifications

- Essential: Minimum Bachelor's degree in management, international development, public health, public administration, political science, law or related fields in the context of the duties described
- Desirable: Specialized training in project management, monitoring and evaluation, professional writing, NGO management and road safety

Requirements and skills

- Proven work experience of 3-5 years as a Project Coordinator or similar role
- Experience in road safety related project management, from conception to delivery (desired)
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- Solid organizational skills, including multitasking and time-management
- Strong working knowledge of Microsoft Project and Microsoft Office and google tools
- Hands-on experience with project management tools would be an advantage
- Attention to details
- Excellent communication skills
- Can perform their job independently. Ability to process information and high level direction in order to manage themselves and their team in completion of activities in

order to produce a deliverable on a timeline; does not require every activity to be directed and micro-managed

- Fluency in Kinyarwanda and English

APPLICATION DOCUMENTS

Please compile the following items into a **single PDF** named ***your name_HPR_JOBAPP***:

- Cover letter briefly describing:
 - Why you are interested in the position and HPR
 - Why you are a great fit for the position as described in this job announcement
- Curriculum Vitae of no longer than 3 pages with the names, phone numbers, spoken language and emails and phone number of three references
- Certified copies of degrees, relevant certificates and your legal identification card/passport

HOW TO APPLY

Interested applicants are requested to submit their application files through <https://forms.gle/1xEoUQCqEUnkvc7> by Monday, January 23rd, 2023 before 04:00 PM.

Late applications will not be considered.

Only shortlisted candidates will be contacted

-END-