
JOB VACANCY ANNOUNCEMENT

ABOUT HEALTHY PEOPLE RWANDA

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 uniting 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.

We aim to hire self-directed, motivated professionals to implement ongoing projects and contribute to design others while contributing to the development of our organization.

1. Project Coordinator

Employer: Healthy People Rwanda

Job Title: Project Coordinator

Supervisor: Executive Director

Status: Full time position

Contract duration: 12 months with possibility of extension

Office Address: KN 5 rd & RN3, Kigali Airport Road, Remera, near great apartment hotel Tel: +250788701727 Email: programs@hprwanda.org / innocent@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. 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:

- 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.
- Ensure financial controls, processes and procedures are in place to allow adequate financial monitoring of projects expenditure and to ensure adherence with HPR and the donor's financial procedures and guidelines
- Prepare accurate and timely internal and external financial reports, as required by the Project Organization and donors
- Ensure that financial reports include actual versus budget analysis, and work with program staff to develop narratives on expenditure
- Facilitate internal and external audit processes in relation to the project and ensure audit requirements are monitored throughout the projects
- Provide ongoing financial risk analysis and recommendations of risk management strategies
- Maintain and log all projects expenditures including petty cash

- Maintain and monitor cash flow of projects to ensure adequate fund balance to run the project's activities including timely collection of grants from donor in accordance with terms of the contracts
- Prepare monthly bank reconciliations; handle cash; conduct cash count on a regular basis; ensure timely processing of regular payments (e.g. Income Tax)
- Review and advise on all field financial requests from staff and suppliers; manage liquidation & retirement of all advances
- Liaise with project team to ensure projects accounts are correctly maintained and accounting procedures and treatments are in compliance with established work plan

- 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 and attend meetings with relevant stakeholders and HPR partners as needed for ongoing projects and planning at all levels

- 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 different certifications, registrations and partnerships.

- 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 trimestral 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

- Bachelor's degree in relevant fields (Project management, Accounting, Finance, Public Health, etc) with a research background as a plus.
- Must have strong knowledge of internal controls and budget/cash flow monitoring
- Excellent financial management and administration skills, and good knowledge of international accounting standards
- Knowledge in preparing plans and budgets, management and financial reporting, analyzing financial reports and plans, and developing financial operational systems and schedules
- Competence in using accounting softwares
- Experience in advanced Excel
- Managerial, problem solving and leadership skills, ability to think strategically
- Team working and organization skills
- Demonstrated ability/experience in working with Local Leaders is desirable.
- Good planning, organizing and 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 MS Excel, Word, and PowerPoint; and Google drive/docs
- Be of demonstrated moral integrity
- Be able to work during weekend when necessary

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
 - something in your work/educational/volunteer history that you are most proud of that you think helps to show why you are good fit for this position and HPR
- 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 by email to programs@hprwanda.org and hprwanda@gmail.com with the subject of your name_HPR_JOBAPP by Tuesday, February 15th, 2022 before 10:00 PM.

Late applications will not be considered.

Only shortlisted candidates will be contacted

2. Project Research Engineer

Employer: Healthy People Rwanda

Job Title: Project Engineer

Supervisor: Executive Director

Status: Full time position

Contract duration: 12 months with possibility of extension

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ROLE AND RESPONSIBILITIES

Under supervision of HPR Executive Director, plans and conducts engineering research requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. The project Engineer will have the following responsibilities:

1. Plan and conduct engineering research requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard engineering and scientific techniques.
2. Design research survey, select sample and prepare interviews.
3. Collect field data and conduct interviews.
4. Analyze data and interpret results.
5. Write research reports.
6. Apply an analytical approach to the solution of a wide variety of problems, or apply specialized techniques or ingenuity in selecting and evaluating approaches to unforeseen or novel problems.
7. Demonstrate and apply thorough understanding of engineering methods, research protocols, assessment instruments, and data interpretation.

8. Independently perform most research assignments with instructions as to the general results expected; receive guidance on unusual or complex problems.
9. Design, perform, and/or oversee engineering experiments, tests, and data collection to ensure data integrity, quality control, and protocol compliance.
10. Coordinate activities of engineering functions and encourage interchange of information, ideas, and techniques among various engineering fields.
11. Review and evaluate results and conclusions of research projects.
12. Write or assist in writing grant proposals; as appropriate, serves as principal investigator on projects of complexities consistent with above criteria.
13. Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
14. Perform miscellaneous job-related duties as assigned.

Minimum academic qualifications

Bachelor's degree in Civil engineering and related fields with research background as a plus.

Knowledge, Skills and Abilities Required

- Skill in the use of routine data collection.
- Knowledge of current technological developments/trends in area of expertise.
- Skill in the use of personal computers and related software applications.
- Ability to draw conclusions and make recommendations based on research data and findings.
- Ability to communicate effectively, both orally and in writing.
- Ability to use independent judgment to develop model concepts and approaches for research.
- Ability to design, organize, and coordinate scientific and/or engineering research projects.
- Knowledge of advanced mathematical concepts.
- Ability to conduct systematic analysis and develop solutions to complex scientific problems.
- Knowledge of engineering and/or scientific research principles, practices, and protocols.

- Ability to perform independent, original research in an advanced area of scientific expertise.
- Knowledge of engineering/scientific experiments, tests, and data collection protocols.
- Be able to work during weekend when necessary;

Position requires:

- Utilization, adaptation, and modification of standard engineering concepts and principles in the planning and conducting of a wide range of engineering research;
- Use of independent judgment, initiative, and ingenuity in the selection and application of engineering methods and techniques;
- Designing, coordinating, performing, evaluating, and quality control of research sub-projects of significant scope and import;
- Acting as project leader or principal investigator on self-initiated research sub-projects;
- Coordination and leadership of more junior engineers and/or technical staff on specific projects;
- Authoring or co-authoring research grants, articles, and manuscripts.

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