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## **Terms of Reference (ToRs) for Malaria SBCC Zonal Coordinator for the Implementation of Malaria SBCC Strategic Interventions by Caritas Rwanda**

### **O. Caritas Rwanda background**

Caritas Rwanda is non-profit organization officially registered, with the mission to assist people in needs and foster for the whole human being. Caritas Rwanda has more than 60 years of working experience in building poor families' resiliency through development, social welfare and health interventions.

Caritas Rwanda was recently awarded a Global Fund grant to implement community engagement and sensitization activities through various social behaviour change communication approaches targeting the catchment population in the Western Province towards prevention and control of Malaria. Malaria remains a public health priority in Rwanda with the whole population at risk of malaria infection. Our Country continues to make progress in malaria prevention and control through multifaceted evidence based approaches namely: information, education, and communication; distribution of long-lasting insecticidal nets (LLINs); Indoor residual spraying (IRS) and; early diagnosis and effective management of malaria cases as guided by the National Malaria Strategy.

Caritas Rwanda is an equal opportunity organization, looking for competencies without any discrimination. Caritas Rwanda, through the above mentioned SBCC grant is looking for potential qualified, dedicated and experienced candidates to fill up the position of "**Malaria SBCC Zonal Coordinator**" to support the implementation of the project activities in seven (7) Districts of Western Province.





**Job Vacancy summary:**

**Job Title:** MALARIA SBCC Zonal Coordinator (3)

**Program:** Global Fund / SBCC Malaria

**Reports to:** Malaria SBCC Provincial Coordinator

**Job Location:** Caritas Diocesan Kibuye (Karongi), Caritas Diocesan Cyangugu (Rusizi)  
and Caritas Diocesan Gisenyi (Rubavu)

**Geographic area of the Project:** Western Province

Duration of the Contract: November 2020- June 2021

**Type:** Full Time

**I. JOB KEY DUTIES AND RESPONSABILITIES**

Under the overall supervision of Malaria Provincial Coordinator, the Malaria Zone Coordinator will be responsible of the following:

1. Follow-up closely on the Implementation of the Annual Work Plan with regard to Malaria SBCC interventions
2. Participate to the annual planning process and provide technical support for Malaria SBCC interventions in the catchment area.
3. Ensure the Coordination of Malaria SBCC Activities (Prevention, Vector Control and Case Management SBCC related activities) implementation at District and Community Levels.
4. Collaborate with Malaria Provincial Coordinator and RBC/Malaria District Supervisors to ensure Local Leaders, Health Facilities and Communities are fully engaged in Malaria Control.
5. Organize meetings with Local Leaders, Health Facilities Leaders, CHWs and other relevant stakeholders to improve awareness and implementation of Malaria SBCC Strategies at zone level.
6. Coordinate Malaria SBCC activities implementation in the catchment areas
7. Represent the CSO on daily basis in the districts of deployment
8. Coordinate Monitoring and Evaluation of Malaria SBCC implementation activities



9. Collaborate with Malaria Provincial Coordinator and CSO Malaria SBCC Officer to design and implement innovative malaria control interventions at District level.
10. Prepare and submit monthly, quarterly reports from assigned District to Malaria Provincial Coordinator.
11. Review technical reports from all health facilities in the catchment area and provided feedback.
12. Ensure close follow up of implementation of recommendations.
13. Participate to monthly and quarterly evaluation of Health Facilities and Community Health Workers.
14. Document best practices or most significant success stories of the project activities
15. Carry out other tasks to support the project efforts as assigned
16. Provide administrative support as needed

## **II. MINIMUM REQUIRED QUALIFICATIONS AND SKILLS**

Candidates for this position must demonstrate capacity to deliver results, and a strong commitment to professional ethics and integrity. In addition he/she must meet the following requirements:

- Bachelor's degree in relevant fields (Public Health, Health Education, Nursing, Epidemiology, Community Health, Social Sciences)
- Working experience of at least 4 years in Rwanda Health System including working with Health Facilities and Community Health Workers.
- Working experience with GF funded projects, is prerequisite
- Having worked in malaria intervention is a plus
- Demonstrated abilities or experience in working with Local Leaders at community level would be an added value.
- Strategic thinking with problem solving skills
- Team working and organization skills in public health related domains
- Fluency and writing skills in English or French and Kinyarwanda are required
- Planning and team organization skills
- Good communication skills with Fluency and community mobilization skills
- Experience in providing administrative leadership and support to work teams
- Excellent analytical and advocacy skills is desirable
- Proficiency with Microsoft Excel, Word and PowerPoint, or similar software.

**Female candidates are encouraged to apply!**

### III. HOW TO APPLY

Qualified and interested Candidates should submit their application documents including CV/Resume and Motivation letter addressed to Caritas Rwanda Secretary General exclusively to [info@caritasrwanda.org](mailto:info@caritasrwanda.org) by **November 30<sup>th</sup>**, 2020 and not later than 5:00pm Kigali time.

**PS: - Due to Covid-19 restrictions, hard copies submissions will not be accepted.**

-Only selected Candidates will be contacted for tests.

Done at Kigali, November, 17<sup>th</sup> 2020

Father TWAGIRAYEZU Jean Marie Vianney  
Secretary General

