

JOBS ADVERTISEMENT

I. Position title 1: Director of Accreditation Learning and Development

Contract type: Full Time

Reports to: Executive Director and RAAQH Legal Representative

Department: RAAQH Accreditation Learning and Development Unit

Summary: Responsible for stakeholder consultations and education, with focus on capacity building of healthcare professionals to meet the standards, internal and external training including accreditation certification courses.

Minimum Qualifications

- Master's degree in either international health, Public health, Health management, or other health related disciplines
- Trained and certified health facility accreditation surveyor

Required/Preferred Experience

- Minimum of 8-10 years of experience in health systems strengthening
- Experience in Healthcare accreditation
- Preferred experience in accreditation and standards development

Other desired Qualification

- Team oriented person
- The ability to work with confidential material in a collegial manner
- Detail-oriented with strong writing, editing, verbal communication, organizational, and analytical skills
- Work well independently with minimal supervision
- Ability to self-motivate and multi-task while working on various project

Roles and Responsibilities

Technical

- Manage all aspects related to training of surveyors, continuous capacity development and accreditation certification courses.
- Review accreditation survey reports for quality check

- Organize and coordinate information sessions with stakeholders to share challenges that may raise regarding standards interpretation
- Coordinate with the Accreditation and surveys unit to maintain Accreditation standards updated
- Maintain the accreditation performance database
- Produce technical reports and publications, including scientific publications

Financial management

- Ensure there is financial responsibility and accountability across the functions under the position's control
- Recognize inefficiencies, and implement cost saving strategies as directed

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II. Position title 2: DIRECTOR OF ACCREDITATION AND SURVEYS

Contract type: Full Time

Reports to: Executive Director and RAAQH Legal Representative

Department: RAAQH Accreditation and Surveys Unit

Summary: Technical lead for RAAQH Accreditation and Surveys Unit responsible for standards development and surveys including surveyor management.

Minimum Qualifications

- Master's degree in either international health, Public health, Health management, or other health related disciplines
- Trained and certified health facility accreditation surveyor

Required/Preferred Experience

- Minimum of 8-10 years of experience in health systems strengthening
- Experience in Healthcare accreditation
- Preferred experience in accreditation and standards development

Other desired Qualification

- Team oriented person
- The ability to work with confidential material in a collegial manner
- Detail-oriented with strong writing, editing, verbal communication, organizational, and analytical skills
- Work well independently with minimal supervision
- Ability to self-motivate and multi-task while working on various project

Roles and Responsibilities

- Support with all aspects of the accreditation survey process, including but not limited to, preparing surveyor facility calendar, surveyors teams schedule, preparing materials, editing reports, maintaining records, and responding to inquiries.
- Manage and coordinate all operations for health facility accreditation surveys.

- Ensure that surveyors comply to RAAQH policy and procedures
- Conduct accreditation Surveys where necessary to determine if health facilities comply with the accreditation standards at each level, and standards of practice, participate in preceptor-ship and mentoring of surveyors.
- Provide support and interpretive guidance on accreditation standards to health facilities and surveyors before, during, and after on-site surveys to assess compliance with the Standards of Accreditation.
- Organize accreditation survey feedback sessions, prepare concept notes to introduce the activity to the stakeholders and prepare summary report on very critical feedback.
- Compile all facility accreditation survey reports and ensure the quality check of all reports and submit reports.
- Coordinate accreditation standards development and review and ensure compliance with ISQUA principles at the same time maintain standards updated
- Coordinate standards feedback every after each annual survey to identify standards interpretation challenges and work with relevant stakeholders to address them.
- Produce technical reports and publications, including scientific publications
- Periodically review and identify any problems with current implementation and develop solutions that ensure the health care accreditation system is fit for purpose, consistent with global and national best practice
- Ensure that Rwanda health care Standards are up-to-date, accurate and are credible and endorsed by standards development committee and the relevant technical working group

Financial management

- Ensure there is financial responsibility and accountability across the functions under the position's control
- Recognize inefficiencies, and implement cost saving strategies as directed

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III. Position title 3: FINANCE AND ADMINISTRATION MANAGER

Contract type: Part-time

Reports to: Executive Director and RAAQH Legal Representative

Department: Finance and Administration Unit

Summary: The Finance & Administration Manager will provide support in financial analysis, accounting, human resources and operational and budget management

Requirements

- Master's degree in Business Administration, Finance, Accounting, or a similar field.
- Having more than 10 years as Financial and Administrative experience working with projects supported by international organizations.
- Experience in working with USAID funded programs and knowledge of applicable regulations and requirements are added value
- Ability to create and monitor budgets. Understanding of the basic tenets of Cash Control, Asset Management, Bank Reconciliation, cost projections, forecasting and expenditure projections and management
- Experience creating and analyzing journal entries.
- Experience with work planning and budget projections
- Experienced in Procurement and tender practices

Knowledge and Skills

- Strong leadership, mentoring, management, analytical and organizational skills demonstrated by ability to work both independently and within a team, assess priorities, and manage a variety of activities with attention to detail.
- Understanding of the principles of adequate documentation, filing and of audit, and of the procedures necessary to ensure audit compliance.
- English fluency required (including speaking, writing, understanding, and reading and the ability to work with vendors, staff and stakeholders).
- Excellent communication skills.
- Expert skills in Microsoft Word, Excel, Sage, QuickBooks or similar accounting software packaging.

Other desired Qualities

- Team oriented person
- The ability to work with confidential material in a collegial manner
- Detail-oriented with strong writing, editing, verbal communication, organizational, and analytical skills
- Work well independently with minimal supervision
- Ability to self-motivate and multi-task while working on various project

Roles and Responsibilities

Financial Management support

- Assist in Managing cash flow, including funds transfers from Donors and petty cash, as per RAAQH policies and procedures.
- Assist in preparation of project budgets and pipelines and in collaboration with the technical team, estimate upcoming cash needs, prepare expense projections and accrue expenditures as appropriate.
- In collaboration with Legal Representative, participate in preparation of reports for donor agencies as required.
- Supervision of recording of financial transactions and record financial transactions into the approved RAAQH Accounting System.
- Conduct review of vouchers and vendor invoices to ensure the maintenance of thorough documentation on all transactions.
- Ensure that all paid invoices agree with supporting documentation as per RAAQH procedures for procurement.
- Assist in maintaining current standing with all mandated tax liabilities and organization registrations including submission of payments and required statutory taxes.
- Provide support in overseeing local procurement and the execution and proper recording in accounting software of all approved payments for vendors, contractors and consultants for goods and services received, in accordance with the laws and regulations of RAAQH standard operating procedures and USAID regulations.
- Assist the direction of RAAQH in conducting audits required.
- Support in preparing annual reports

Administrative Management support

- Human resources management and payroll management
- Collaborate with legal representation to ensure that RAAQH activities and management operations are implemented as per RAAQH Mission, values, policies and standard operating procedures.
- Develop and execute responsive and appropriate operations management systems (for office management, procurement and logistics, consultant and subcontractor administration, etc.) in line with laws and regulations, RAAQH policies and standard operating procedures, and donor requirements.
- Responsible for providing equitable, effective, timely, cost-effective, and responsive and high quality operations and administrative support to all RAAQH function.
- Support in Providing administrative supervision to staff and Supervise the maintenance of controls over equipment

General support

- Ensure accurate and timely submission of required reports and other information as needed.
- With support from RAAQH and as part of regular voucher analyses, aid in enforcing existing written policies on internal control systems for procurements, inventory maintenance and asset use which will ensure compliance with RAAQH policies and standards.
- Support in regular review and updating policies and procedures.
- Work with Legal representative in providing administrative and logistics support for all contractors (long and short term contractors).
- Any other duties as assigned by management and as required by the position.

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About RAAQH

Rwanda Agency for Accreditation and Quality Healthcare (RAAQH) is a Non-Governmental Organization, legally registered in Rwanda, which provides services to improve the national health accreditation systems & foster sustainable improvements in quality of health services.

We are an equal opportunity employer and committed to a fair, non-discriminatory workplace that maximises the talent, potential and contribution of all.

Procedures to apply

Interested candidates must send their detailed CV listing at least three references with a letter of motivation to: rwaccreditationagency@gmail.com

Deadline for receiving applications is on **11th/July/2021 at 5Pm.**

Please include in your **email subject the position you are applying for.** You can apply on multiple positions if you comply with the required profile.

Note that only shortlisted will be contacted for next steps in the recruitment process

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