

REPUBLIC OF RWANDA



EASTERN PROVINCE  
KIREHE DISTRICT

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JOB ANNOUNCEMENT

KIREHE District would like to invite qualified and motivated candidates to apply for the following positions:

N <sup>o</sup>	HEALTH FACILITIES	TITLE OF JOB POSITIONS	LEVEL	JOB PROFILE	RESPONSIBILITIES	N <sup>o</sup> OF POSTS
01	KIREHE DISTRICT HOSPITAL	Director of Medical and Allied Health Sciences Services Unit	3.II	<ul style="list-style-type: none"> <li>• To be Rwandan</li> <li>• To have A0 in General Medicine with experience of 3 years in clinical and special trainings</li> </ul> <p><b>Key Technical Skills and Required knowledge:</b></p> <ul style="list-style-type: none"> <li>• Development of measurable objectives, operational plans and measurable indicators/ targets for Health Programs</li> <li>• Ability to establish and maintain effective working relationships with donors, implementing partners and other stakeholders</li> <li>• Ability to manage multiple priorities and projects</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate all medical services;</li> <li>• Manage and develop holistic services at the hospital and its coverage area to ensure quality care for patients</li> <li>• Coordinate the activities of elaboration of the budget forecast linked to the medical activity interest the quality of care;</li> <li>• Monitoring of execution of the action plan of medical services within the departments</li> <li>• Assure the application of laws and regulations in medical services;</li> <li>• Assure the improvement of the quality of medical services and hygiene in the hospital;</li> <li>• Stay up the collaboration and in duties of confraternity between the doctors, and the rest of the personnel;</li> <li>• Submit monthly, quarterly and annually report to the supervisor</li> <li>• Perform other related duties as required</li> <li>• Coordinate all Allied Health activities within the</li> </ul>	1

		<ul style="list-style-type: none"> <li>• Good knowledge of Rwanda Health System</li> <li>• Knowledge in Medical Procedures and Operations;</li> <li>• Knowledge in Care Diagnostics;</li> <li>• Knowledge in Medical Devices &amp; Diagnostics Products;</li> <li>• Knowledge in Anatomic pathology, and Clinical pathology;</li> <li>• Planning &amp; Organizational Skills;</li> <li>• Research Skills &amp; Writing Skills;</li> <li>• Creative, proactive, customer focused, solutions led and outcome driven Skills;</li> <li>• Interpersonal Skills</li> <li>• Effective communication skills;</li> <li>• Time Management Skills;</li> <li>• Computer Skills;</li> <li>• Judgment &amp; Decision making skills;</li> <li>• Complex Problem solving Skills;</li> <li>• Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	<p>departments</p> <ul style="list-style-type: none"> <li>• Manage and develop holistic services at the hospital and its coverage area to ensure quality care for patients</li> <li>• Coordinate the activities of elaboration of the budget forecast linked to the medical activity interest the quality of care;</li> <li>• Monitoring of execution of the action plan of medical services within the departments</li> <li>• Assure the application of laws and regulations in medical services;</li> <li>• Assure the improvement of the quality of medical services and hygiene in the hospital;</li> <li>• Stay up the collaboration and in duties of confraternity between the doctors, and the rest of the personnel;</li> <li>• Submit, quarterly and annually report to the supervisor</li> <li>• Perform other related duties as required</li> </ul>
02	Director of Nursing and Midwifery Unity	<p>3. II</p> <ul style="list-style-type: none"> <li>• To be Rwandan</li> <li>• A0 in General Nursing</li> </ul> <p><b>Key Technical Skills and Required knowledge:</b></p> <ul style="list-style-type: none"> <li>• Active Listening &amp; Observation Skills</li> <li>• Social Perceptiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate and approve formulations of nursing /midwifery guideline, goals and programs for nursing/midwifery services consistent with the mission and goals of DH</li> <li>• Develop, maintain, implement and review nursing policies and procedures that conform to current standards nursing practice, hospital operational policies.</li> <li>• Communicate with all nursing/midwifery provider's timely manner.</li> <li>• Participate in all hospital administrative decisions and</li> </ul>

			<ul style="list-style-type: none"> <li>• Care, Compassion and Communication Skills</li> <li>• Infection Prevention and Control Knowledge</li> <li>• Nutrition Management Knowledge</li> <li>• Skills on Dealing with emotionally charged situations</li> <li>• Computer knowledge (Work Processing, Power Point and Internet)</li> <li>• Analytical and problem solving skills;</li> <li>• Time management skills;</li> <li>• Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>	
03	Head of Health Center	SII	<ul style="list-style-type: none"> <li>• To be Rwandan</li> <li>• To have A0 or A1 General Nursing, Nursing Sciences or Midwifery with special training</li> <li>• 3 years of working experience</li> </ul>	17
		<p>meetings</p> <ul style="list-style-type: none"> <li>• Organize and conduct meeting for nurses/midwives</li> <li>• Participate in the recruitment and selection of nursing staff and assure sufficient staff is hired. 7. Collaborate with academic institutions, hospitals, professional regulatory bodies and health stakeholders</li> <li>• Oversee nursing schedule to assure they meet staff needs standards</li> <li>• Make report for the supervisory authority.</li> <li>• Provide supervision, training and guidance to all nursing/ midwifery staff.</li> <li>• Contribute to the continuing transformation of clinical services within the organization</li> <li>• Work with others to protect and promote the health and wellbeing of patients, their families and the wider community.</li> <li>• Participate as an active member in quality assurance committee meetings.</li> <li>• Promote customer care service and hospitality and respond to and adequately resolve complaints or concerns from staff, patient or families about nursing services.</li> <li>• Support the researchers' nurses and clinical researchers to promote excellence in Research nursing and midwifery.</li> <li>• Perform other work-related duties as assigned</li> <li>• Participate in environmental hygiene of the hospital</li> <li>• Submit monthly, quarterly and annually report to the supervisor</li> <li>• Perform other related duties as required</li> </ul> <p>Plan the activities of the Health Center taking into account the priority needs felt by the community, the available resources and the national health policy.</p> <ul style="list-style-type: none"> <li>• Coordinate and supervise the implementation of activities programmed and adopted by the Health</li> </ul>		

		<p><b>Key Technical Skills and Required Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Active Listening &amp; Observation Skills</li> <li>• Social Perceptiveness</li> <li>• Care, Compassion and Communication Skills</li> <li>• Infection Prevention and Control Knowledge</li> <li>• Nutrition Management Knowledge</li> <li>• Skills on Dealing with emotionally charged situations</li> <li>• Computer knowledge (Work Processing, Power Point and Internet)</li> <li>• Analytical and problem solving skills;</li> <li>• Time management skills;</li> <li>• Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>	<p><b>Committee.</b></p> <ul style="list-style-type: none"> <li>• Ensure a good reception of the patient as part of his activity and supervise the quality of the reception by the other members of the team.</li> <li>• Supervise the in charges of curative, family planning and hospitalized follow up in the realization in the realization of their activities</li> <li>• Participate in the management of normal deliveries in collaboration with the person responsible for this activity.</li> <li>• Plan, supervise, and participate in IEC activities in consultation with other members of the health centers health team.</li> <li>• Supervise rational consumption and good management of Essential medicines and medical consumables, available at the health facility level.</li> <li>• Supervise all the curative and preventive activities practiced in the Health Center.</li> <li>• Supervise compliance with hygiene rules and asepis applied at the Health Center level.</li> <li>• Ensure the proper maintenance of the premises and equipment of the Health Center</li> <li>• Provide in service training for staff.</li> <li>• Regularly evaluate the quantitative and qualitative results of the activities carried out in the Health Center.</li> <li>• Organize regular meetings with health personnel to assess the level of progress of the programs and to discuss organizational or technical issues affecting the activities of the Health Center.</li> <li>• Ensure the implementation of Ministerial directives, District recommendations or National Programs.</li> <li>• Participate regularly in Health Committee meetings</li> </ul>

			<ul style="list-style-type: none"> <li>• Prepare with the Health Center Accountant and the Treasurer of the Health Committee the Treasury Report and the financial statements to be presented to the Health Committee.</li> <li>• Participate in the development of quarterly budget forecasts, in collaboration with other members of the Health Committee.</li> <li>• Mobilize the community for effective participation in the management of its Health Center, under program and financial management.</li> <li>• Conduct community visits to find out what the actual needs health and awareness of how to take charge of one's own health.</li> <li>• Organize regular meetings with health facilitators to help them plan their activities and solve the problems encountered.</li> <li>• Evaluate the training needs of health workers and organize required training.</li> <li>• Participate actively in meetings and seminars organized by the Ministries of Health and other local and national institutions.</li> <li>• Maintain a climate of collaboration with all local authorities and other authorities</li> <li>• Propose to the competent authorities the annual assessments of staff working within the Health Center.</li> <li>• Submit regular statistical reports required by the Ministry of Health or other partner institutions.</li> <li>• Prepare and submit a monthly, quarterly and annual report of the health center's activity to the sector level with a copy to the hospital.</li> <li>• Write and transmit any other interim report requested by the hierarchy.</li> </ul>	
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**How to apply:**

If you're interested in applying for any of the above positions, please

- Go to <http://recruitment.mifotra.gov.rw>
- Apply for the vacancy
- Upload PDF copies of your identification (ID card or Passport), required degree not certified and proof of experience where it is required
- All applicants must apply using the E-recruitment online application system. Application received via district email or hand delivery will not be accepted
- This job announcement is also available at Kirehe District's website ([www.kirehe.gov.rw](http://www.kirehe.gov.rw)), the closing date for submission of application is scheduled on 06/09/2021.

Done at Kirehe on 30/08/2021



**MUZUNGU Gerald**  
**Mayor of KIREHE District**

