

REPUBLIKA Y'URWANDA



INTARA Y'IBURENGERAZUBA

AKARERE KA NGORORERO

B.P 103 GITARAMA

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ITANGAZO RY'AKAZI



Ubuyobozi bw'Akarere ka Ngororero mu Ntara y'Iburengerazuba buramenyeshya abantu babifitiye Ubushobozi ko bushaka gutanga akazi k'Abakozi b'Akarere ku myanya ikurikira :

N°	JOB TITLE	LEVEL	REPORT TO	JOB PROFILES	PROPOSED ATTRIBUTIONS	DUTIES AND	Nb res	PLACE OF WORK
1	Health Center Manager	5.II	DG Of District Hospital & ES of Sector & Health Committee	Bachelor's degree (A0) in Clinical Management, General Nursing, Midwifery. Or Advanced diploma (A1) in Clinical management, Nursing, or Midwifery with working experience of 5 +years Clinical practice and 3 years in health facilities management. Valid License to practice issued by professional council in Rwanda. <b>Key Technical Skills and Required knowledge:</b> - Active Listening & Observation Skills - Social Perceptiveness - Care, Compassion and Communication Skills	<ol style="list-style-type: none"> <li>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.</li> <li>Coordinate and supervise the implementation of activities programmed and adopted by the Health Committee.</li> <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</li> </ol>		15	Kabaya HC Rubaya HC Muramba HC Gashonyi HC Ramba HC Sovu HC Muhororo HC

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				<ul style="list-style-type: none"> <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>	<ol style="list-style-type: none"> <li>5. Participate in the management of normal deliveries in collaboration with the person responsible for this activity.</li> <li>6. Plan, supervise, and participate in IEC activities in consultation with other members of the health centers health team.</li> <li>7. Supervise rational consumption and good management of Essential medicines and medical consumables, available at the health facility level.</li> <li>8. Supervise all the curative and preventive activities practiced in the Health Center.</li> <li>9. Supervise compliance with hygiene rules and asepsis applied at the Health Center level.</li> <li>10. Ensure the proper maintenance of the premises and equipment of the Health Center</li> <li>11. Provide in-service training for staff.</li> <li>12. Regularly evaluate the quantitative and qualitative results of the activities carried out in the Health Center.</li> <li>13. 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>14. Ensure the implementation of Ministerial directives, District recommendations or National Programs.</li> <li>15. Participate regularly in Health Committee meetings</li> </ol>	<p>Rubona HC</p> <p>Ntobwe HC</p> <p>Gashubi HC</p> <p>Nyanze B HC</p> <p>Ntaganzwa HC</p> <p>Sovu HC</p> <p>NYANGE A HC</p> <p>RUSUSA HC</p>
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			<p>quarterly and annual report of the health center's activity to the sector level with a copy to the hospital.</p> <p>27. Write and transmit any other interim report requested by the hierarchy</p>	
2	Nurse A2	9.II Head of Health Center	<p>A2 in General Nursing, Valid License to practice issued by professional council in Rwanda</p> <p><b>Key Technical Skills &amp; Required knowledge:</b></p> <ul style="list-style-type: none"> <li>- Deep knowledge of clinical protocols, standards and procedure;</li> <li>- Care, compassion and communication Skills;</li> <li>- Active listening &amp; observation Skills;</li> <li>- Social perceptiveness;</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>1</p> <ol style="list-style-type: none"> <li>1. Assess patient's general health status;</li> <li>2. Prepare a nursing care plan according to the need and area of work with the help of other healthcare and professionals;</li> <li>3. Document and communicate actions to maintain continuity among the nursing team</li> <li>4. Assume and maintain patient and his environment hygiene and infection control;</li> <li>5. Monitor record and report vital signs, symptoms and changes in patient's conditions and signs within your full name;</li> <li>6. Acts as liaison between the patient and other hospital personnel;</li> <li>7. Deliver detailed instructions and information to patients / family in collaboration with physician;</li> <li>8. Participate in regular ward rounds with physicians;</li> <li>9. Educate patient and his family their roles of promoting success full therapy and rehabilitation;</li> <li>10. Administer and document</li> </ol>



			<p>medications as prescribed, within hesitation collaborate with prescriber physician and sign;</p> <ol style="list-style-type: none"> <li>11. Take care of all materials and equipment at disposal to the service;</li> <li>12. Engage in research activities related to nursing and mentor nurse students in the clinical practice;</li> <li>13. Deliver detailed nursing instructions to patients for discharge;</li> <li>14. Perform other work-related duties as signed</li> </ol>	1	
3	Accountant A0	5.II  DG Of District Hôpital	<p>A0 in Finance, Accounting, Management ( with a specialization in Accounting/ Finance) or a counting Professional qualification recognized by IFAC (ACCA, CPA )</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organization skills;</li> <li>- Communication skills</li> <li>- Strong IT skills , particulary in Financial software (SMART FMIS);</li> <li>- Judgement &amp; Decision Making skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical skills;</li> <li>- Interpersonal skills;</li> <li>- Complex problem solving;</li> <li>- Flexibility skills;</li> <li>- Fluent in Kinyarwanda, English and/ or :</li> </ul>	1	Kabaya DH



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		<p>French; Knowledge of all is an advantage</p>	<p>revenue</p> <ul style="list-style-type: none"> <li>- Check Numbering and maintain the classification of the original proof rooms</li> <li>- Prepare checks and other accounting documents for signing</li> <li>- update the bank book fund</li> <li>- Do everything else asked by his supervisor in the work</li> <li>- Observe and respect the values &amp; taboos as developed in the internal regulation rules.</li> </ul>	
4	Accountant AI/A0	<p>Head of Health Center</p> <p>Bachelor's degree (A0) / AI in Finance, Accounting; Or management with specialization in Finance / Accounting; Accounting Professional Qualification recognized by IFAC ( ACCA, CPA)</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of various software used in health Institutions;</li> <li>- Planning and organization skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software ( SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinayarwanda, English and / or French; Knowledge of all is an advantage</li> </ul>	<p>Check documents daily collection of receipts and money collected at the different collection stations.</p> <ul style="list-style-type: none"> <li>- Perform monthly cash flow report and financial report.</li> <li>- Tax compliance on all invoices and accounts payable to RRA (to prepare the document signed by Health center manager)</li> <li>- Systematically establish reconciliation statements and reconciliation of bank accounts (monthly)</li> <li>- Check keeping log expenditure and revenue</li> </ul>	1 Health Centers




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			<ul style="list-style-type: none"> <li>- Check Numbering and maintain the classification of the original proof rooms</li> <li>- Prepare checks and other accounting documents for signing</li> <li>- update the bank book fund</li> <li>- Do everything else asked by his supervisor in the work</li> <li>- Observe and respect the values &amp; taboos as developed in the internal regulation rules.</li> </ul>	
5	Planning, M&E Officer	5.II Director General	<p>Bachelor's degree in Economics, Finance, Management, Development studies, Statistics, Project management and Planning, Development planning, Public Policy, Monitoring and Evaluation, Business Administration;</p> <p>A holder of a degree in any other field with PMP or any project/planning related professional course certified by competent organs;</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning process and tools;</li> <li>- Knowledge of Rwanda's public service and Labour Sector Policies and strategies;</li> <li>- Knowledge of drafting Action Plans and operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposal;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and</li> </ul>	1 Kabaya DH



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			<p>tools;</p> <ul style="list-style-type: none"> <li>- Computer Skills;</li> <li>- Organisational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex problem Solving Skills;</li> <li>- Judgement &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and / Or French; knowledge of all is an advantage.</li> </ul>	
				<p>evaluations of PBF</p> <ul style="list-style-type: none"> <li>- Participate in the meetings and other activities of the hospital to promote its field</li> <li>- Participate in training and research</li> <li>- Prepare monthly meeting evaluation of various programs (PNILP, PNILT, EPI, RFHP, GF etc...</li> <li>- Present once a month the data related to the programs during the coordination meeting's health facilities</li> <li>- Compile data on program activities (GF) and make a quarterly technical report of the Hospital at upper level</li> <li>- Prepare quarterly technical reports of the activities of components of the SR in the radiation zone of the hospital and make a synthesis of the hospital ` report and transmit it to the administration</li> <li>- Coordinate the activities of the analysis of campaign results. (Vaccination, FP ....)</li> <li>- Monitor the execution schedule of supervision</li> <li>- Synthesize monthly reports of supervision activities and forward to management</li> </ul>
				

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6	Cashier A2	9.II	Head of Health Center	<p>A2 in Accounting, Commerce and Management with 3</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Deep understanding of financial accounts;</li> <li>- Knowledge to analyse complex financial information, and to produce reports;</li> <li>- Computer skills;</li> <li>- Planning and Organisational skills;</li> <li>- Communication skills;</li> <li>- Complex problem solving;</li> <li>- Flexibility skills;</li> <li>- Fluent in Kinyarwanda, English and/Or French; knowledge of all is an advantage</li> </ul>	<ul style="list-style-type: none"> <li>- Identify activities to be monitored for the next quarter and propose to the Management</li> <li>- Develop and reserve a copy of the summary of the results of quality assessment in hospital and the steering committee of the administrative district;</li> <li>- File the order's receipt signed by the chairman of steering committee of the administrative district</li> <li>- To file the quality assessment tool</li> <li>- Participate in the meeting of steering committee</li> </ul>	3	Health Centers
7	Social	9.II	Head of	Diploma (A2) in Social work, Social sciences.	<ul style="list-style-type: none"> <li>- Identify hospitalized or seen as</li> </ul>	3	Health



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Worker A2	Health Center	<b>Key Technical Skills &amp; Knowledge required:</b> <ul style="list-style-type: none"> <li>- Ability to use logic and reasoning to identify the strengths and weakness of alternative solutions, conclusions or approaches to problems related to patients;</li> <li>- Judgment and decision making skills –considering the relative cost and benefits of potential actions to choose the most appropriate one for the patient;</li> <li>- Negotiations skills;</li> <li>- Analytical and problem solving skills;</li> <li>- Attention to detail and high level of accuracy;</li> <li>- Very effective organizational skills;</li> <li>- Ability to demonstrate confident and offer pragmatic and logical judgment; Fluent in Kinyarwanda, English and / or French. Knowledge of all is an advantage</li> </ul>	<ul style="list-style-type: none"> <li>- outpatients social cases</li> <li>- Constitute the social assistance cases</li> <li>- Conduct health education to the patient and his family, attend health education sessions to other patients seen in hospital</li> <li>- Design of the micro-social support services</li> <li>- Make the necessary support processes of social or abandoned cases and coordinate activities aimed at assisting vulnerable</li> <li>- Coordinate preparations for the Day of the Sick</li> <li>- Do anything else requested by his supervisor in the work</li> <li>- Visiting people at home to check how they are</li> <li>- following a social worker's care plan</li> <li>- Keeping records and writing reports</li> <li>- going to meetings with your department and other agencies</li> <li>- Observe and respect the values &amp; taboos as developed in the internal regulation rules.</li> </ul>	4	Health Centers
Data Manager A1	7.II Head of Health Center	Bachelor's degree (A0)/ A1 in any of the following fields: Statistics, applied mathematics,	<ul style="list-style-type: none"> <li>- Prepare data collected in the laboratory department then test</li> </ul>	8	Health Center



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				<p>Or A0 in General nursing, public health, hospital management with at least five years in data management.</p> <p><b>Key Technical Skills &amp; Knowledge required:</b></p> <ul style="list-style-type: none"> <li>- Deep understanding of statistics concepts;</li> <li>- Knowledge of various statistics Concepts;</li> <li>- Knowledge of the theory, systems and applications of statistical research methodology;</li> <li>- Organizational skills High analytical Skills;</li> <li>- Communication skills;</li> <li>- Time Management skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	<ul style="list-style-type: none"> <li>- their validity and reliability to create a database;</li> <li>- Develop and update models for calculating the trends of lab tests done in the different lab departments: then make a descriptive analysis of monthly and quarterly data for each department.</li> <li>- Give the feedback to the head of laboratory department related to the lab analysis</li> <li>- Prepare HMIS report (monthly), quarterly and annual for laboratory activities</li> <li>- Ensure archiving of all laboratory records and lab reports</li> <li>- Provide mentorship and supervision of health centers for lab data collection and data analysis.</li> <li>- Make data entry of laboratory results in EMR system</li> <li>- Participate in operational research</li> <li>- Do everything else asked by his supervisor related to the work</li> </ul>	
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Abifuza gupiganira iyi myanya basabwa kuzuza ifishi isabirwaho akazi (*application form*) iboneka ku rubuga rwa komisiyi ishinzwe abakozi ba Leta [www.psc.gov.tw](http://www.psc.gov.tw), cyangwa ku rubuga rw'Akarere ka Ngororero, [www.ngororero.gov.tw](http://www.ngororero.gov.tw)

Dosiyе isaba akazi kuri iyi myanya igizwe *n'Ifishi isaba akazi yujyije neza iriho umukono w'usaba akazi*, iherekejwe na *photokopi y'Indangamuntu na Kopi y'Impamyabushobozi isabwa kuri uwu mwanya*, bikaba byagejewe mu bunyamabanga rusange bw'Akarere ka Ngororero bitarenze ku itariki ya 19/10/2021 I saa sita z'amanywa.

**ICYTONDERWA:**

- Abafite Impamyabushobozi zo mu mahanga basabwa gushyiraho fotokopi ya *Equivalence* y'impamyabushobozi yabo, itangwa na High Education Council.
- Kumyanya isaba uburambe, Umukandida asabwa kugaragaza icyemezo cy'Umukoresha kigaragaza ko yakoze iyo mirimo cg ko akiyikora (*Attestation de Service rendu ou de Service*)
- Ku myanya y'abakora umwuga w'ubuvuzi barasabwa gushyiraho Kopi ya *Licence* (*Urushyamba rubemerera gukora umwuga w'Ubuwuzi*) igifite agaciro (*valide*);
- Dosiyе isaba akazi itangwa ari *"Hard Copy"* kuyinyuza kuri email y'Akarere ntibyemewe mu rwego rwo kwirinda ko dosiyе zisaba akazi zakwiririra n'izindi zoherezwa Akarere. Uburyo bwo kuzakira hakurikizwa amabwiriza yo kwirinda icyorezo cya Covid-19 bwatateganijwe.
- Ku myanya w'Ubuyobozi bw'ibigonderabuzima bya *Nyange 4* na *RUSUSA* uwupiganira agomba kuba afitе *Sous Couvert ya nyiri ikigo*, kuko nyuma y'ipiganwa abazahabwa ibyo bigo ni abazaba batsinze ariko barahawe sous couvert na ba nyiri ibigo.

Bikorewe I Ngororero kuwa 08/10/2021

**NDAYAMBAGE Godefroid**

Umuyobozi w'Akarere ka Ngororero

