

REPUBULIKA Y'U RWANDA



INTARA Y'AMAJYARUGURU

AKARERE KA GAKENKE

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**ITANGAZO RY'AKAZI**

Ubuyobozi bw'akarere ka Gakenke mu Ntara y'Amajyaruguru buramenyesha abantu babyifuza kandi babifitiye ubushobozi ko bushaka gutanga akazi k'abakozi b'Akarere ku myanya ikurikira :

N <sup>o</sup>	JOB TITLE	LEVEL	JOB PROFILES&POSITIONS	PROPOSED DUTIES AND ATTRIBUTIONS	Nbres	PLACE OF WORK
1	Executive Secretary of the Sector	3.II	<p>A0 / A1 in Social Sciences, Arts, Sciences with 3 years of working experience Or Master's Degree in Social Sciences, Arts, Sciences with 1 year of working experience</p> <p><b><u>Key Technical Skills and Knowledge Required</u></b></p> <p>-Leadership skills -Extensive knowledge and understanding of the Central and Local Government Functionality; -Good knowledge of government policy-making processes;</p>	<ul style="list-style-type: none"> <li>- Coordinate the planning, implementation, monitoring, evaluation and reporting of all activities executed by the Sector as set forth by the law;</li> <li>- Implement all decisions taken by the Sector Council and directives made by District authorities or higher authorities of the country;</li> <li>- Supervise activities related to civil registration and officiate marriages;</li> <li>- Monitor the implementation of master plan at the Sector level and deliver building rehabilitation authorizations in grouped agglomerations and</li> </ul>	2	Sector Level




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			<p>-Analytical, problem-solving and critical thinking skills.</p> <p>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</p> <p>-Able to work well with both internal and external clients.</p> <p>-Leadership skills;</p> <p>-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	<p>settlements;</p> <p>Monitor and evaluate the administration of Cells and serve as a member of the District Technical Coordination Committee.</p>		
2	Accountant	6.11	<p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc)</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <p>-Knowledge of cost analysis techniques;</p> <p>-Knowledge to analyse complex financial information &amp; Produce reports;</p> <p>-Deep understanding of financial accounts;</p> <p>-Planning and organisational skills;</p> <p>-Communication skills;</p> <p>-Strong IT skills, particularly in Financia software (SMART IFMIS);</p> <p>-Judgment &amp; Decision Making Skills;</p> <p>-High Analytical Skills;</p> <p>-Interpersonal skills;</p> <p>-Time management Skills;</p>	<p>- Keep and update the books of accounts of the Sector;</p> <p>- Impute budgetary expenditures and file all supporting documents related to these operations;</p> <p>- Verify whether disbursements initiated take into account priorities of the Sector and respect financial procedures;</p> <p>- Carry out periodic bank accounts reconciliation;</p> <p>Carry out the management and replenishment of petty cash of the Sector and file all supporting documents;</p>	1	Sector Level
3	Animal Resources Officer	6.11	<p>A0 / A1 in Veterinary Science, Livestock, Medical Animal Sciences Or A1 in Veterinary Science,</p>	<p>- Implement the District's animal resources strategy and programs in line with national policies and</p>	1	Sector Level



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			<p>Livestock, Medical Animal Sciences or A2 in Veterinary with 5 years of working experience</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>-Knowledge of Rwanda's Agriculture sector policies and strategies;</li> <li>-Deep understanding and knowledge of the Rwandan and regional context for agribusiness development;</li> <li>-Computer Skills;</li> <li>-Organizational Skills;</li> <li>-Communication Skills;</li> <li>-High analytical Skills;</li> <li>-Complex Problem Solving;</li> <li>-Time management Skills;</li> <li>-Team working Skills;</li> <li>-Fluency in Kinyarwanda, English and/or French; knowledge of all is an advantage</li> </ul>	<p>strategies;</p> <ul style="list-style-type: none"> <li>- Organise training sessions, public awareness campaigns and disseminate new livestock technologies among beneficiaries;</li> <li>- Identify, map and monitor animal diseases prevailing in the Sector and advise on preventive and reactive measures to be taken;</li> <li>- Distribute veterinary inputs (including carrying out artificial insemination) and improvement of animal breeds;</li> <li>- Keep and update the register of associations, co-operatives and individuals involved in fishing activities registered in the Sector;</li> </ul> <p>Implement programmes for improvement of marketing outlets for animal products including their certification.</p>		
4	Land, Infrastructures, Habitat and Community settlement Officer	6.11	<p>A0 / A1 in Land Management, Civil Engineering, Geography, Rural Settlement, Urban Planning</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>-Knowledge of Rwanda's Land, Infrastructures and Community Settlemen</li> <li>-Deep understanding and knowledge of the Rwandan and regional context for Infrastructure development</li> <li>-Computer Skills;</li> <li>-Organizational Skills;</li> <li>-Communication Skills;</li> <li>-High analytical Skills;</li> <li>-Complex Problem Solving;</li> </ul>	<ul style="list-style-type: none"> <li>- Provide land-related notary services to service seekers as per the competencies set forth by the law;</li> <li>- Implement District's strategies and programs on land and infrastructure in conformity with existing national policy, rules and regulations;</li> <li>- Avail necessary data for the issuance of land titles and constitute a database of used and unused land in the Sector.</li> <li>- Identify infrastructure facilities needs at the Sector level and report them to competent authorities;</li> <li>- Follow up on activities related to infrastructure</li> </ul>	2	<p>Sector Level</p> 

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			<ul style="list-style-type: none"> <li>-Time management Skills;</li> <li>-Team working Skills;</li> <li>-Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	<p>works in the sector;</p> <ul style="list-style-type: none"> <li>- Implement the District habitat and community settlement plan in conformity with existing rules and regulations;</li> <li>- Advise on settlement programmes, development and implementation in the Sector in conformity with the District's strategy and national policies;</li> <li>- Receive and examine application files for construction and deliver authorization for the rehabilitation of infrastructure;</li> <li>- Prepare building rehabilitation permits to be issued by the Sector and closely inspect the implementation of the settlement plan;</li> <li>- Supervise the implementation of strategies and mobilization mechanisms of local population for National Domestic Biogas and Improved Cook Stoves Programs at Sector level;</li> <li>- Organize, in collaboration with relevant stakeholders, rescue and social assistance of victims of disasters at sector level</li> <li>- Provide data necessary for the functioning of National Early Warning and the Disaster Monitoring Information Systems;</li> <li>- Work with specialized organizations to organize sessions of disaster simulation and rescue of people</li> </ul> <p>Organize and conduct campaigns meant to raise local population awareness on preparedness for disaster and its management</p>		
5	Social Affairs Officer	6.II	A0 / A1 in Social Works, Sociology, Psychology, Demography, Clinical Psychology, Education Science, Education Psychology, Arts and	<ul style="list-style-type: none"> <li>- Coordinate the inclusive identification of vulnerable groups at the Sector level and their needs in accordance with the criteria established by</li> </ul>	1	Sector Level



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			<p>Humanities, Public Administration, Administrative Sciences</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>-Extensive knowledge and skills in Social Affairs</li> <li>-Good knowledge of government policy-making processes;</li> <li>-Analytical, problem-solving and critical thinking skills.</li> <li>-Organizational Skills;</li> <li>-Communication Skills;</li> <li>-High analytical Skills;</li> <li>-Complex Problem Solving;</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>higher authorities;</p> <ul style="list-style-type: none"> <li>- Implement the District's empowerment strategy for vulnerable groups towards their graduation;</li> <li>- Monitor and evaluate the impact of inclusive social protection programs or initiatives within the Sector and produce consolidated reports thereof;</li> <li>- Monitor the functioning of the Women promotion programs, Children promotion programs, Persons with Disabilities promotion programs at the Sector level and produce consolidated reports thereof;</li> <li>- Organize, in collaboration with other stakeholders, campaigns (training, workshops, meetings, etc.) aimed at improving the inclusive development of vulnerable groups the Sector and Cells;</li> </ul> <p>Develop and keep updated a database of vulnerable groups as well as graduates living in the Sector.</p>		
6	Head of Central Secretariat	7.II	<p>A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>-Knowledge of Office Administration;</li> <li>-Communication Skills;</li> <li>-Computer Skills;</li> </ul>	<ul style="list-style-type: none"> <li>- Organize and supervise operations and activities of the Central Secretariat;</li> <li>- Manage, orient and follow-up on whether the incoming and outgoing correspondences reach their destination and make sure that their dispatching system and routing within the institution is smoothly operational;</li> <li>- Coordinate the filing of documents;</li> <li>- Initiate and operationalize, in collaboration with concerned staff, modern/ computerized tools of</li> </ul>	1	District Level



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			<ul style="list-style-type: none"> <li>-Interpersonal Skills;</li> <li>-Organizational Skills;</li> <li>-Stress Management Skills;</li> <li>-Time Management Skills;</li> <li>-Bookkeeping Skills;</li> <li>-Analytical &amp; Problem solving Skills;</li> <li>-Decision Making Skills;</li> <li>-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	correspondences and mails/courier management.		
7	Cashier		<ul style="list-style-type: none"> <li>• Advanced diploma (A1) in Accounting, Commerce, Management.</li> <li>• or A2 in Accounting, Commerce and Accounting</li> </ul> <p><b><u>Key Technical Skills</u></b></p> <ul style="list-style-type: none"> <li>• Deep understanding of financial accounts,</li> <li>• Knowledge to analyze complex financial information &amp; Produce reports,</li> <li>• Computer skills,</li> <li>• Planning and organizational skills,</li> <li>• Communication skills,</li> <li>• Interpersonal skills,</li> <li>• Time management Skills,</li> <li>• Complex Problem solving,</li> </ul>	<ul style="list-style-type: none"> <li>- Organize working area to allow his/her work of the day;</li> <li>- Deal with all cash transactions in their workplace;</li> <li>- Interacting with the customers that come to the counter;</li> <li>- Solving all their cash related queries;</li> <li>- Checking for the price of products and any discounts or offers;</li> <li>- Balancing the daily account at the end of each day;</li> <li>- Solving all their cash related queries;</li> <li>- Manage up-to-date clinic income records by sending and receiving bank checks and documenting all relevant transactions;</li> <li>- Conduct skills-building sessions on</li> </ul>	4	District Hospital



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			<ul style="list-style-type: none"> <li>Flexibility Skills, Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	<p>various topics for staff;</p> <ul style="list-style-type: none"> <li>Attend and intervene in hospital regular or urgent (as needed) meetings;</li> <li>Participate in other hospital activities, fulfilling all assigned duties as required the hospital administration;</li> <li>Maintaining daily account of the daily transactions</li> <li>Implement and perform all other tasks given by his hierarchical</li> </ul>		
8	<b>Customer Care Officer</b>	6.II	<ul style="list-style-type: none"> <li>Advanced Diploma (A1) in Office Management Hospitality Management or</li> <li>Bachelor's Degree in Marketing, Communication, Public Relations, Office Management, Marketing, Hospitality Management or Customer Relations.</li> </ul> <p><b>Key Technical Skills</b></p> <ul style="list-style-type: none"> <li>Resource management skills;</li> <li>Resource management skills;</li> </ul>	<ul style="list-style-type: none"> <li>To ensure the appropriate customer care service and ensuring satisfaction of clients.</li> <li>To strengthen the hospital's credibility, enhances its public image, and develop good will.</li> <li>To perform a variety of complex administrative tasks related to promotion and communication activities</li> <li>Planning, organizing and controlling customer care activities</li> </ul>	1	District Hospital

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		<ul style="list-style-type: none"> <li>• Analytical skills;</li> <li>• Problem solving skills;</li> <li>• Decision making skills;</li> <li>• Time management skills;</li> <li>• Risk management skills;</li> <li>• Results oriented;</li> <li>• Digital literacy skills;</li> </ul> <p>Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.</p>	<ul style="list-style-type: none"> <li>- Professional attitude with good inter-personal and communication skills</li> <li>- Capable of handling confidential information</li> <li>- To upholding excellent customer care measures; ensure that activities are done in a way that reflects the importance of the customer.</li> </ul>	
			<ul style="list-style-type: none"> <li>- Research and update customer care developments</li> <li>- Manage customer complaints and customer feedback</li> <li>- Ensure availability of customer information in all forms</li> <li>- Act as compliance officer in the area of Customer care standards</li> <li>- Work with the Hospital administration to issue press release.</li> <li>- In collaboration with the District Health team participate in opening and reporting of suggestion boxes information.</li> <li>- Prepare and submit the monthly, quarterly</li> </ul>	

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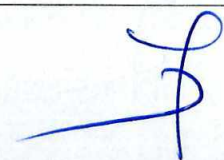


				<p>and annual report on Customer care</p> <ul style="list-style-type: none"> <li>- Perform any other duty that may be assigned to him/her from time to time by the management</li> <li>- To ensure that all required reports are timely reported, documented and archived.</li> <li>- Ensure proper communication of feedback and other administrative information with the hospital staff</li> <li>- Implement and perform all other tasks given by his hierarchical</li> </ul>		
9	Data Manager and Statistician	5.II	<p>A0 in Statistics or applied Mathematics,Data Science;or</p> <ul style="list-style-type: none"> <li>• Bachelor's (A0) in general nursing, public health,Environmental Health,Community Health,Clinical Medecine ,Paramedical,Global Health,Information ,Information Communication And</li> </ul>	<p>The Data Manager will be responsible for assisting with the development and validation of systems used for the collection, storage, and analysis of electronic data. In addition the Data Manager is responsible for ongoing data quality and processes including generation of data metrics and distribution. This position is fully knowledgeable of the trial(s) protocol requirements, contributes to process</p>	2	District Hospital



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			<p>Technology, Demography with a recognized professional Certificationn Such as :Data Management, Data Quality or any other recognized Data Mannagemennt Professional Certification is eligible.</p> <p>1. Knowledge , Skills, Training</p>	<p>improvements, and provides guidance and mentorship to staff regarding trial operations.</p> <p><b>1. Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>- Review electronic case report form specifications and perform user acceptance testing under the guidance of the study physicians. May assist in writing the test plan, test scripts and test summary for user acceptance testing of the electronic case report form.</li> <li>- Participate in conference calls and departmental/trial(s) related meetings, presentations and trainings as requested. Prepare agenda and minutes. Ensure all supportive documentation is available to participants and leads calls if required.</li> <li>- Design and develop trial-specific operational reports for dissemination to internal and external recipients.</li> <li>- Provide support to the Operational team in</li> </ul>		
			<ul style="list-style-type: none"> <li>- Deep understanding of Research Methodologies and Statistics Concepts;</li> <li>- Knowledge of Rwanda's Health Policies and Strategies;</li> <li>- Knowledge of various statistical software packages;</li> <li>- Organizational Skills &amp; High analytical Skills;</li> <li>• Communication Skills; - Time management Skills;</li> </ul>			






			<p>Knowledge in Conflict Management,</p> <ul style="list-style-type: none"> <li>• Knowledge of the regulations applying to payroll procedures,</li> <li>• Knowledge Resources Management Skills</li> <li>• Problem Solving Skills,</li> <li>• Decision-Making Skills,</li> <li>• Time management Skills,</li> <li>• High analytical Skills,</li> </ul> <p>- Fluent in Kinyarwanda, English and/ or French knowledge of all is an advantage</p>	<p>granting and removing individual access to the electronic systems.</p> <ul style="list-style-type: none"> <li>- Raise issues in data quality to the Monitoring and Evaluation as they are identified.</li> <li>- Participate in departmental quality control activities. Assist in writing instruction manuals, SOPs and guidelines.</li> <li>- Provide input on the selection of new tools and the maintenance and evolution of the existing systems and process involved in the collection, review, analysis, and storage of operational data.</li> <li>- Responsible for tracking electronic case report form (eCRF)-related requests and issues through implementation/resolution.</li> <li>- May also provide support in cleaning data for clinical study reports, interim analyses, regulatory submissions, and other study related activities as needed.</li> <li>- Demonstrate and maintains high level of knowledge of regulations, clinical research</li> </ul>		
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				<p>conduct, laws, guidelines and standards relating to department/trials(s)</p> <ul style="list-style-type: none"> <li>- Maintains department service standards, with particular attention to personal/behavioral, staff teamwork, and customer-staff interaction guidelines.</li> <li>- Performs other tasks and responsibilities as directed.</li> <li>- Implement and perform all other tasks given by his hierarchical</li> </ul>		
10	Accountant A0 Under Contract	5.II	<p>A0 in Finance, Accounting, Economics or Management with at least foundation level one of CPA/CIA/CPFA/CPFM/ACCA( Applied Knowledge of ACCA) or Stage two of CAT/API Certificate.</p> <p>Knowledge, Skills, Training</p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques ;</li> </ul>	<ul style="list-style-type: none"> <li>- The employee (s) will work under the supervision of the Medical Director of Gatonde Hospital, who will determine its functions.</li> <li>- The gross monthly salary corresponding to the professional category of the agent and increased according to the provisions of the law.</li> <li>- The employee (e) benefits from other financial and material benefits granted to Gatonde Hospital staff.</li> </ul>	1	District Hospital

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			<ul style="list-style-type: none"> <li>- Planning and organisational 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>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	<ul style="list-style-type: none"> <li>- Will be terminated this contract on the date of its expiry, by a letter from the employer to the employee (s).</li> <li>- Furthermore, this contract may be terminated for failure to fulfil the obligations of one or both of the Contracting Parties</li> <li>- It may also be terminated by good agreement between the two parties</li> </ul> <p>Finally, it may be terminated without notice if serious misconduct as defined by the labour Code and subject to the discretion of the competent court if necessary. In all cases, a written report will sanction the term of the contract, whatever this term</p>		
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11	Driver	Level:10II	<ul style="list-style-type: none"> <li>• Driving License Category B with a minimum qualification of Ordinal Level(O Level),Advanced (A2) is an added value.</li> </ul> <p><b><u>Key Technical Skills</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of general mechanical skills;</li> <li>• Diligent attention to safety skills;</li> <li>• Vehicle maintenance skills;</li> <li>• Writing and reading skills;</li> <li>• Time management skills;</li> <li>• Resource management skills;</li> <li>• Problem solving skills;</li> <li>• Risk management skills;</li> </ul> <p>Fluency in Kinyarwanda, English and/or French. Knowledge of all is</p>	<ul style="list-style-type: none"> <li>- Provide ambulance transport to people requiring health care from hospital, health Centers and communities in the vicinity to the hospital</li> <li>- Ensures the adequacy of fuel and other lubricants in the vehicle before start;</li> <li>- Checks if the ambulance and other hospital vehicle are in the proper conditions fit for road driving;</li> <li>- Adheres to all the road safety regulations- follow the signposts, road maps and observes speed limits while driving;</li> <li>- Ensures the safety of passengers at all times;</li> <li>- Ensures that no un authorised persons board the hospital vehicles;</li> <li>- Completes the vehicle log books every trip;</li> <li>- Keeps record of materials and products transported;</li> <li>- Ensures proper cleaning, inspection, and services vehicles</li> <li>- Performs other duties assigned by the Administration</li> </ul> <p>Responsibility for quality and safety</p> <ul style="list-style-type: none"> <li>- A driver is responsible of quality in his</li> </ul>	3	District Hospital
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				<p>department</p> <ul style="list-style-type: none"> <li>- He has responsibilities of overseeing quality in her/his department</li> <li>- He should provide patient care to a wide diversity of individuals,</li> <li>- He should provide the public with education aimed at promoting wellness and preventing injuries.</li> <li>- He develops and encourages a patient-focused culture.</li> <li>- He is handling a Complaint, to let our hospital be well recognized by the public.</li> <li>- He is maintaining a safe and hazard-free work environment.</li> <li>- He assists clients by processing while providing prompt, friendly, helpful customer service.</li> </ul>		
12	Lab Technician A2	9.11	<ul style="list-style-type: none"> <li>• Diploma (A2) in Laboratory Sciences with a registration certificate and valid registration and license to practice issued by the relevant professional council in Rwanda.</li> <li>• Advanced Diploma(A1) Laboratory Science,Biomedical</li> </ul>	<ul style="list-style-type: none"> <li>• Organize and Technician the workflow in the laboratory</li> <li>• Monitor outputs and keep records of workflow and usage of supplies</li> <li>• Supervise the ordering and delivery new supplies</li> <li>• Test and calibrate equipment to ensure optimum results, monitor chemistry in equipment</li> <li>• Perform quality tests and ensure the company meets it quality assurance standards</li> <li>• Oversee customer services to maximize sales</li> </ul>	23	Health Center Level



			<p>Laboratory Sciences, Medical Laboratory Technology with registration certificate and valid registration and license to practice issued by the relevant professional council in Rwanda .</p>	<ul style="list-style-type: none"> <li>• Implementation of knowledge of received.</li> <li>• Make risk assessments for the laboratory and ensure that the company's Health &amp; Safety policy is observed.</li> <li>• Evaluate and assess new equipment.</li> </ul> <p>The Lab technician may also be involved in the development and introduction of new products and services to encourage the growth of the business.</p>		
			<p><b><u>Key Technical Skills</u></b></p> <ul style="list-style-type: none"> <li>• knowledge of Rwanda Health System.</li> <li>• Knowledge of clinical services policy and procedure.</li> <li>• management skills;</li> <li>• Analytical skills;</li> <li>• Problem solving skills;</li> <li>• Decision making skills;</li> <li>• Time management skills;</li> <li>• Risk management skills;</li> <li>• Results oriented;</li> <li>• Digital literacy skills;</li> <li>• Fluency in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li> </ul>	<p>Lab technician often work long hours; however, they are usually fairly well paid and enjoy the benefits of a regular salary, holidays and a company pension.</p>		

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13	Nurse A2	9.11	<ul style="list-style-type: none"> <li>• Associate Nurse A2 or Diploma(A2) in Nursing</li> <li>• <b><u>Key Technical Skills</u></b></li> <li>• risk management strategies.</li> <li>• Apply strategies to promote health and prevent illnesses.</li> <li>• Ability to convey information effectively.</li> <li>• Excellent reading comprehension.</li> <li>• Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.</li> <li>• Analytical skills.</li> <li>• Ability to communicate information and ideas clearly in speaking and in writing so others will understand.</li> </ul>	<p><b>Job description</b></p> <ul style="list-style-type: none"> <li>• Conduct physical exams</li> <li>• Take detailed health care histories</li> <li>• Listen to patients and analyze their physical and emotional needs</li> <li>• Provide counseling and health care education to patients</li> <li>• Coordinate care with other health care providers and specialists</li> <li>• Stay current with advances in health care options, medications, and treatment plans</li> <li>• Draw blood, and perform other health-related testing</li> <li>• Check a patient's vital signs</li> </ul> <p>.Assess patient's general health status</p> <p>. Prepare a nursing care plan according to the needs and area of work with the help of other healthcare and professionals</p> <p>. Document and communicate actions to maintain continuity among the nursing team</p> <p>. Assume and maintain patient and his environment hygiene and infection control.</p>	40	Health Center
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				<p>. Monitor record and report vital signs, symptoms and changes in patients' conditions and signs within your full name.</p> <p>. <u>Administer and document medications as prescribed, within hesitation collaborate with prescriber physicians and sign.</u></p> <p>. <u>Take care of all materials and equipment at disposal to the service</u></p>		
14	Accountant A1/A0	7.11	<ul style="list-style-type: none"> <li>• Advaced Diploma (A1) in pulic Finance, Accounting or Bachelor's degree (A0) in Finance, Accounting Business Administration with specialization in Finance/Accounting or Accountant Professional Qualification recognized by IFAC (ACCA, CPA)</li> </ul> <p><b><u>Key Technical Skills</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge to analyze complex financial information &amp; Produce reports,</li> <li>• Deep understanding of financial accounts,</li> </ul>	<ul style="list-style-type: none"> <li>- Keep and update the books of accounts of the Health Center;</li> <li>- Impute budgetary expenditures and file all supporting documents related to these operations;</li> <li>- Verify whether disbursements initiated take into account priorities of the Health Center and respect financial procedures;</li> <li>- Carry out periodic bank accounts reconciliation;</li> </ul> <p>Carry out the management and replenishment of petty cash of the Health Center and file all supporting documents;</p>	23	Health Center

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			<ul style="list-style-type: none"> <li>• Communication skills,</li> <li>• Strong IT skills, particularly in Financial software (SMART IFMIS),</li> <li>• Judgment &amp; Decision-Making Skills,</li> <li>• High Analytical Skills,</li> <li>• Interpersonal skills,</li> <li>• Time management Skills,</li> <li>• Complex Problem solving,</li> <li>• Flexibility Skills,</li> </ul> <p>Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>			
15	Data Manager A1/A0	7.II	<ul style="list-style-type: none"> <li>• Bachelor's degree (A0) in any of the following fields: Statistics, applied mathematics,</li> <li>• Advecend Dipoma (A1) or Bachelor's degree in nursing, public health, Environmental Health, Community Health, Clinical Medecine ,Parameducal, Global Health, Information ,Information Communication And Technology, Demography with a recognized</li> </ul>	<ul style="list-style-type: none"> <li>- Develop a quality system of aggregated and disaggregated data consolidation in matters related to HC, ensure its regular updating;</li> <li>- Consolidate quantitative data on all activities performed by the HC where applicable and ensure its dissemination;</li> <li>- Avail data to support planning and decision-making at the HealthCenter level;</li> </ul> <p>Consolidate reports on all activities performed by the HC against the local plan.</p>	21	Health Center

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			<p>professional Certificationn Such as :Data Managment,Data Quality or any other recognized Data Mannagemennt Professional Certification is eligible.</p> <ul style="list-style-type: none"> <li>• A transition period for professional certification requirement is three (3) years starting from 15st November, 2021. However, a new entrant without the required professional certification for a given job position shall not be eligible, one (1) year before the expiration of the transition period.</li> </ul> <p><b><u>Key Technical Skills</u></b></p> <ul style="list-style-type: none"> <li>• Proven experience as data manager</li> <li>• Excellent understanding of data administration and management functions (collection, analysis, distribution etc.)</li> <li>• Familiarity with modern database and information system technologies</li> <li>• Proficient in MS Office</li> </ul>			
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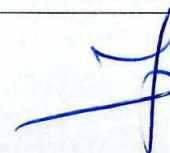




			<p>(Excel, Access, Word etc.)</p> <ul style="list-style-type: none"> <li>An analytical mindset with problem-solving skills</li> </ul> <p>Excellent communication and collaboration</p>			
16	Health Center Manager A0/A1	5.II	<ul style="list-style-type: none"> <li>Bachelor's degree (A0) in General Nursing, Midwifery Sciences, Clinical Medicine and Community Health with three(3) years relevant working experience in Public Health facilities and having a registration certificate and a valid license to practice in Rwanda. issued by professional council or</li> <li>Advanced Diploma (A1) in General Nursing, Midwifery Sciences, Clinical Medicine and Community Health with five(5) years relevant working experience in Public Health facilities and having a registration certificate and a valid license to practice in Rwanda. issued by professional council or</li> </ul>	<p><b>Responsibilities</b></p> <ul 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 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 asepsis 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</li> </ul>	14	14 Health Center



			<p><b><u>Key Technical Skills</u></b></p> <ul style="list-style-type: none"> <li>• Good knowledge of Rwanda Health System</li> <li>• Knowledge of clinical services Policy and procedure,</li> <li>• Good clinical and administrative leadership based on current standards of nursing care practice,</li> <li>• Understanding of planning, basic budgeting and reporting,</li> <li>• Great knowledge of legal regulations and best practices in healthcare</li> <li>• Willingness to keep abreast of changing standards in nursing administration,</li> <li>• Excellent ability to lead and develop personnel,</li> <li>• Great communication, verbal, and written skills</li> <li>• Outstanding organizational and stress management skills</li> <li>• Aptitude in problem-solving,</li> </ul>	<p>qualitative results of the activities carried out in the Health Center.</p> <ul style="list-style-type: none"> <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> <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</li> </ul>		
			<p>Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage,</p>			






				Center. <ul style="list-style-type: none"> <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>		
17	Internal Auditor	5.II	<ul style="list-style-type: none"> <li>• Bachelor's Degree in accounting, Finance, Economics or Management with at least foundation level one of CPA/CIA/CPFA/CPFM/ACCA (Applied Knowledge of ACCA) or Stage two of CAT/ API Certificate.</li> <li>• A transition period for professional certification requirement is three (3) years starting from 15th November, 2021. However, a new entrant without the required professional certification for a given job position shall not be</li> </ul>	<ul style="list-style-type: none"> <li>-Prepare audit plans to be approved by the District Hospital;</li> <li>-Conduct audit of the District Hospital.</li> <li>-Produce regular audit reports intended for the District's Hospital;</li> <li>-Follow-up on the implementation status of the District Hospital resolutions pertaining to internal audit and Auditor General's recommendations.</li> </ul>	3	District Hospital

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			<p>eligible, one (1) year before the expiration of the transition period.</p> <p><b><u>Required Competencies and Key Technical Skills</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of accounting, financial reporting and auditing standards (Such as IPSAS, IFRS; ISSAs)</li> <li>• Proficiency in financial management systems;</li> <li>• Resource management skills;</li> <li>• Analytical skills;</li> <li>• Problem solving skills;</li> <li>• Decision making skills;</li> <li>• Time management skills;</li> <li>• Risk management skills;</li> <li>• Results oriented;</li> <li>• Digital literacy skills;</li> </ul> <p>Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.</p>			
18	Recovery A0 at DH	5.II	<ul style="list-style-type: none"> <li>• Bachelor's degree (A0) in Finance, Accounting, Management, Business Administration with specialization in Accounting, Business</li> </ul>	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>• Ensuring hospital credit control and internal control are adhered to</li> <li>• Analysing debtor information and data with the aim of enhancing credit control measures</li> <li>• Facilitating effectively revenue capture</li> <li>• Maintaining and managing customer relationship</li> <li>• Organize, supervise and control all billing and revenue collection activities</li> </ul>	3	GATONDE District Hospital






			<p>Administration and Economics</p> <ul style="list-style-type: none"> <li>• <b>Key Technical Skills</b></li> <li>• Resource management skills;</li> <li>• Analytical skills;</li> <li>• Problem solving skills;</li> <li>• Decision making skills;</li> <li>• Time management skills;</li> <li>• Risk management skills;</li> <li>• Results oriented;</li> <li>• Digital literacy skills;</li> <li>• Fluency in Kinyarwanda, English and/or French. Knowledge. Knowledge of all is an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsible of internal recovery and produce a weekly report on payment of hospitalized patients in Collaborations with matrons and those responsible for social cases in the hospital</li> <li>• Be responsible for external recovery to clients with third party contract with the institution and produce a monthly report regarding the payment status of each client.</li> <li>• Follow up of transmission of credits from ward clerk to cashiers then to billing and invoicing officers</li> <li>• Ensure fully management and execution of Ministry of Health tariff respecting categories elaborated on the tariff</li> <li>• Establish paying arrangements with patients, monitor payments, following up with patients when payment lapses occurs</li> <li>• Communicate with patients and/or health insurance companies on regular basis to insure all invoices are paid on time.</li> <li>• Contribute to the hospital environmental hygiene</li> <li>• Participating in quality assurance and quality improvement of the hospital.</li> <li>• Perform any other duties as assigned by immediate line Manager.</li> <li>• Submit monthly, quarterly and annually report to the supervisor</li> </ul>		
19	Hospital CHWs Under Contract at DH	5.11	<p>Bachelor's degree (A0) in Sociology ,Publics Health, Health Sciences</p> <p>1. Experience: <b>Not specified</b></p>	<p><b>responsibilities of CHWs .</b></p> <ul style="list-style-type: none"> <li>• To guide and support the District in the implementation of the policy of community health</li> <li>• Prepare and coordinate in collaboration with the District officer the training of community health ;</li> <li>• Support the District in planning for integrated training plan for community health program ;</li> </ul>		GATONDE District Hospital



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			<p><b>2. Skills:</b></p> <p>General skills:</p> <ul style="list-style-type: none"> <li>• Planning, organizing and controlling skills specially in regard to customer care</li> <li>• Professional attitude with good inter-personal and communication skills</li> <li>• Capable of handling confidential information</li> <li>• Flexible and Accurate</li> <li>• Act with integrity</li> <li>• Be able to organize well and to set priorities.</li> <li>• Be able to work long hours and in stressful conditions.</li> <li>• Have strong written and verbal communication skills.</li> <li>• Polite but tactical</li> </ul> <p><b>3. Computer skills:</b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of e-mail and the Internet</li> <li>• Basic Computer Knowledge/Skills (Microsoft Office) <ul style="list-style-type: none"> <li>• Must have excellent use of languages: (English, French and Kinyarwanda</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Organize and plan the training of trainers of CHWs ;</li> <li>• Supervise the training of community health workers in health centers</li> <li>• Support the district for supportive supervision at all decentralized levels ie at the health center and community ;</li> <li>• Hold regular orientation meetings on community health activities in collaboration with district authorities and partners ;</li> <li>• Ensure good supply chain management of community medicines and other tools.</li> <li>• Support in coordinating the implementation of the Community PBF ;</li> <li>• Participate in DPEM committee and their implementation at district level</li> <li>• Ensure timeliness in transmission of quarterly and annual reports of CHWs Cooperatives in collaboration with health center at all level ;</li> <li>• Ability to analyze data from the Community Health Information System (HMIS/SISCOM ) and make a retro information at all levels including the community.</li> <li>• Support community partners in the planning of District community health activities ;</li> <li>• Participate in the capacity building of community health workers' cooperatives in collaboration with District.</li> <li>• Be available , dedicated and willing to do other tasks.</li> </ul>		
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Abifuza gupiganira iyi myanya barasabwa kuzuzwa ifishi isabirwaho akazi(**application form**) iboneka ku rubuga rwa Komisiyo ishinze Abakozi ba Leta [www.psc.gov.rw](http://www.psc.gov.rw) cyangwa no ku rubuga rw'Akarere ka Gakenke [www.gakenke.gov.rw](http://www.gakenke.gov.rw).

Dossier isaba akazi kuri iyi myanya igizwe na :**Ifishi isaba akazi yujujwe neza iriho umukono wusaba akazi,fotokopi y'Indangamuntu,fotokopi y'Impamyabushobozi isabwa kuri uwo mwanya,icyemezo cy'uburambe ku mwanya bibazwaho,bikaba byagejwe mu bunyamabanga rusange bw'Akarere ka Gakenke kuwa 14/12/2021 bitarenze saa kumi z'umugoroba.**

### **ICYITONDERWA**

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-Ku mwaya w'Umuyobozi w'ibigoderabuzima bya :**Janja HC, Nemba HC,Ruli HC na Nyange HC** uwupigariye agomba kuba afite icyemezo yahawe na Nyir'Ikigo kuko nyuma y'ipiganwa abazahabwa ibyo bigo ni abazaba batsinze ariko barahawe **sous couvert cyangwa icyemezo** na ba Nyir'Ibigo.

-Licence kubakora umurimo w'ubuvuzi ifite agaciro(valid)

-Dossier isaba akazi itangwa ari Hard Copy kuzinyuza kuri email ntibyemewe.

Bikorewe Gakenke kuwa **06/12/2021**

**NIZEYIMANA Jean Marie Vianney**  
Umuyobozi w'Akarere ka Gakenke

