



INAMA Y'IGIHUGU Y'ABAFOROMOKAZI, ABAFOROMO N'ABABYAZA
NATIONAL COUNCIL OF NURSES AND MIDWIVES
CONSEIL NATIONAL DES INFIRMIERES, INFIRMIERS ET DES SAGES-FEMMES
P.O BOX 4259 KIGALI MOB. TEL: (250) 0788386969 E-mail: info@ncnm.rw

JOB ADVERTISEMENT

The National Council of Nurses and Midwives (NCNM) is a regulatory body established by Law of Parliament No 25/2008 of 25/07/2008. Its principal function is to protect the public from any harm that may result from the practice of a nurse or midwife, by setting standards of education and practice, as well as registering only those who are eligible and competent to practice.

In order to effectively operate and fulfil its obligations, the NCNM is interested in employing dependable and competent candidates to fill the following position of **Examination officer (1 position)**

Examination Officer (1 Position)	<p>MINIMUM QUALIFICATIONS:</p> <p>Bachelor's degree in General Nursing, Midwifery, Nursing Education and Education, with at least two years experience in field of Nursing Education, Midwifery Education or in teaching.</p> <p>KEY TECHNICAL SKILLS & KNOWLEDGE:</p> <ol style="list-style-type: none">1. Good computer skills in programs MS word, Excel, Power point and Outlook;2. Strong verbal communication skills,3. Excellent spoken and technical writing,4. The ability to use tact diplomacy in interactions with all relevant parties5. A strong ethical code;6. Maintain positive attitude and be open to feedback;7. Organisation and time management skills8. Ability to perform with an attitude for realizing the needs, problems, grievances and feelings of customers while making contact and maintaining a good relationship with them;
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	<p>RESPONSIBILITIES AND DUTIES:</p> <ol style="list-style-type: none"> 1. Arrange for conducting nursing and midwifery licensing examination process 2. Participate in reviewing examination guidelines 3. Plan for successful setting and conducting of licensing examinations 4. Participate in preparation of licensing examination activities; 5. Undertake other activities as may be assigned by the Supervisor; 6. Uphold rules and regulations of the NCNM; 7. Submit regular reports on education and CPD activities to the direct supervisor; 8. Receive applications for licensing examinations and provide feedback in a timely manner; 9. Collaborate and cooperate with other staff in the interest of the NCNM 10. Undertake other activities as may be assigned by the Supervisor.
<p>HOW TO APPLY</p>	<p>Interested candidates should submit their Signed application letter, curriculum vitae, academic credentials and any other relevant documents in one PDF document, not later than 16th December 2022.</p> <p>The applications shall be addressed to the “Registrar of the National Council of Nurses and Midwives” via <u>recruitment@ncnm.rw</u></p>

Kigali, 02th December 2022

KAGABO Innocent
NCNM Registrar

