



**EASTERN PROVINCE
KIREHE DISTRICT
JOB ANNOUNCEMENT**

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

№	HEALTH FACILITY	TITLE OF JOB POSITIONS	JOB PROFILE	№ OF POSTS
01	ES KIREHE DISTRICT HOSPITAL	Director of Medical and Allied Health Sciences Services Unit	<p>Master's degree in Medicine with one (1) year of relevant working Experience in Clinic practice and valid license to practice medicine in Rwanda; or Bachelor's Degree in Medicine with three (3) year of relevant working Experience in Clinic practice and valid license to practice medicine in Rwanda</p> <p>Key Technical Skills and Required knowledge:</p> <ul style="list-style-type: none"> • Knowledge and understanding of Rwanda Health System • Knowledge in Medical Procedures and Operations; • Leadership Skills • Organizational Skills; • Research Skills & Writing Skills; • Creative, proactive, customer focused, solutions led and outcome driven Skills; • Interpersonal Skills • Communication skills; • Decision Making Skills; • Digital literacy Skills; 	01

	<ul style="list-style-type: none"> • Problem-Solving skills; • Networking Skills; • Risk Management Skills • Performance Management Skills • Results Oriented • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	01	
02	<p>Director of Nursing and Midwifery Unity</p> <p>Master's degree in Nursing, Midwifery Sciences, Clinic Medicine with one (1) year of relevant working Experience in Health Care setting and having a registration certificate and valid license to practice nursing or midwifery in Rwanda in ,issued by professional council; or</p> <p>Bachelor's Degree in Nursing ,Midwifery Sciences, Clinic Medicine with three (3) years of relevant working Experience in clinical practice and having a registration certificate and valid license to practice nursing to practice nursing or midwifery in Rwanda in ,issued by professional council.</p> <p>Key Technical Skills and Required knowledge:</p> <ul style="list-style-type: none"> • Knowledge and understanding of Rwanda Health System • Knowledge in Medical Procedures and Operations; • Leadership Skills • Organizational Skills; • Research Skills & Writing Skills; • Creative, proactive, customer focused, solutions led and outcome driven Skills; • Interpersonal Skills • Communication skills; • Decision Making Skills; • Digital literacy Skills; • Problem-Solving skills; 		



03	Midwife, Head of Department	<ul style="list-style-type: none"> • Networking Skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage <p>Bachelor (A0) in midwifery Sciences with a registration certificate and valid license to practice midwifery in Rwanda issued by the professional council.</p> <p>Key Technical Skills and Required knowledge:</p> <ul style="list-style-type: none"> • Accountability and responsibility of the legal obligations for midwifery practice; • Ability to maintain ethical midwifery practice; • Strategic leadership and orientation skills; • Ability to provide culturally appropriate care; • Communication skill; • Creativity and innovation skills; • Ability to apply knowledge and skills in research in different healthcare settings; • Analytical , data interpretation and problem-solving skills; • Decision-making skills; • Communication skills; • Leadership and management skill; • Resources management skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	02
04	Nurse, Head of Department/Matron	<p>Bachelor's Degree (A0) in Nursing, Clinical Medicine and community Health with a registration certificate and valid license to practice nursing in Rwanda issued by the professional council.</p> <p>Key Technical Skills and Required knowledge:</p> <ul style="list-style-type: none"> • Ability to demonstrate and maintain ethical nursing practice; 	05



	<ul style="list-style-type: none"> • Ability to provide culturally appropriate care; • Ability to demonstrate effective communication, • Ability to mentor and coach • Creativity and innovation skills; • Ability to apply knowledge and skills in research in different healthcare settings; • Leadership and management skill; • Analytical , data interpretation and problem-solving skills; • Decision-making skills; • Communication skill; • Resources management skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	01
05	<p>Head of Anesthesia Technician</p> <p>Key Technical Skills and Required knowledge:</p> <ul style="list-style-type: none"> • Knowledge of Rwanda Health System; • Knowledge of clinical services policy and procedure; • Observation , monitoring, and evaluation skills; • Ability to work in a highly aseptic environment; • Ability to work effectively within a multidisciplinary team; • Ability to effectively speak and listen; • Office Management, strategy, planning and leadership skills; • Judgment and decision making skills; • Ability to train and educate other people; • Research skills; • Communication, organizational, interpersonal skills; 	01

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	<ul style="list-style-type: none"> • Analytical , data interpretation and problem-solving skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Networking skills; • Mentoring and coaching skills; • Fluency in Kinyarwanda, English and / or French knowledge of all is an added advantage. 	
01	<p>Bachelors degree in laboratory Sciences, Biomedical laboratory sciences, Medical laboratory technology, with registration certificate and valid license to practice issued by the relevant professional council in Rwanda.</p>	
06	<p>Masters Degree in laboratory Sciences, Biomedical laboratory sciences, Medical laboratory technology, with registration certificate and valid license to practice issued by the relevant professional council in Rwanda</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Proven ability to handle updated laboratory Equipment /Technologies • Knowledge of Rwanda health system; • Knowledge of clinical services policy and procedure; • Lab Management and Leadership Skills; • Lab Equipment Management Skills; • Quality Insurance and improvement Skills related to Lab Activities; • Knowledge in complex lab machinery and computer programs use; • Communication, organizational, interpersonal skills; • Analytical , data interpretation and problem-solving skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Mentoring and coaching skills; 	

07	Accountant	<ul style="list-style-type: none"> Fluency in Kinyarwanda, English and / or French knowledge of all is an added advantage. <p>Bachelor's Degree (A0) in Finance, Accounting, Economics or Management with at least foundation level one of CPA/CIA/CPFM/ACCA (Applied Knowledge of ACCA) or stage two of CAT/API Certificate.</p> <p>A transaction 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 eligible, one (1) year before the expiration of the transition period.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> Knowledge of accounting; financial reporting and auditing standards (Such as IPSAS; IFRS; ISSAs); Proficiency in financial management systems; Resources management skills; Analytical skills; Problem solving skills; Decision making skills; Time management skills; Risk management skills; Results oriented; Digital literacy skills; Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	01
08	ICT Officer	<p>Advanced Diploma (A1) in computer Science, Information and Communication Technology, Software Engineering, Business Information Technology, information Technology, Electronics and Telecommunication Engineering, Information Management System, Computer Engineering; Having certifications in A+++, N++, MCIP, MCSA, CCNA are an added advantage; or</p> <p>Bachelor's degree) in computer Science, Information and Communication Technology, Software Engineering, Business Information Technology, information Technology, Electronics and Telecommunication Engineering, Information Management System, Computer Engineering; Having certifications</p>	02



		<p>in A++, N++, MCIP, MCSA, CCNA are an added advantage;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Understanding of ICT specifications for different equipment, PCs, printers, scanners, etc; • Experience in Desktop Support, Network Administration, System Administration; • Proficiency in internet technologies and IT infrastructure (TCP/IP), WAN, LAN, MPLS, fixed and mobile telecommunications networks; • Ability to manage and troubleshoot TPC/IP networking issues; • Ability to convert high-level customer needs into a technical development strategy; • Ability to repair PCs and other hardware equipment; • Resources management skills; • Analytical skills; • Problem solving skills; • Decision making skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	01
	Principal Cashier	<p>Advanced Diploma (A1) in Accounting; or Bachelor's Degree (A0) in Finance, Accounting, Management, Business Administration with specialization in Finance, Business Administration in Accounting, Business Administration in Economics.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Proficiency in financial management systems; • Resources management skills; • Analytical skills; • Problem solving skills; • Decision making skills; 	09

	<ul style="list-style-type: none"> • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 		03
10	<p>Cashier at District Hospital</p>	<p>Advanced Diploma (A1) in Accounting, Commerce; or Diploma (A2) in Accounting, Commerce and Accounting.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Proficiency in financial management systems; • Resources management skills; • Analytical skills; • Problem solving skills; • Decision making skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
11	<p>Quality Improvement Officer</p>	<p>Bachelor's Degree (A0) in Nursing, Public Health, Environmental Health, Community Health, Clinical Medicine, Paramedical and Global Health.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Knowledge of Health System in Rwanda ; • Ability to plan, Analyze and implement Sound practices and procedures; • Ability to apply Quality improvement methods to identify gaps, implement intervention to improve Quality of Health Services • Ability to facilitate Trainings and Organizing Teams • Monitoring and Evaluation Skills • Resources Management Skills; • Decision Making skills 	02

	<ul style="list-style-type: none"> • Risk Management skills • Communication Skills; • Analytical and problem solving skills; • Time management skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage -knowledge of Rwandan accreditation standards and their implementation -Knowledge on other Quality improvement strategies 		01
12	<p>Customer Care Officer</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Knowledge of customer service practices; • Resources management skills; • Analytical skills; • Problem solving skills; • Decision making skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 		01
13	<p>Recovery Officer</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Proficiency in financial management systems; • Resources management skills; • Analytical skills; • Problem solving skills; 	<p>Bachelor's Degree (A0) in Finance, Accounting, Management, Business Administration with Specialization in Finance, Business Administration with Specialization in Accounting, Business Administration with Specialization in Economics.</p>	01

	<ul style="list-style-type: none"> • Decision making skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 		01
14	<p>Infrastructure and Maintenance Officer</p> <p>Bachelor's Degree in Civil Engineering, Construction Technology, Building Construction, Building and Construction Technology; or Advanced Diploma (AI) in Civil Engineering, Construction Technology, Building Construction, Building and Construction Technology.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Knowledge in the Rwanda Infrastructure Sector; • Knowledge in infrastructure technologies; • Knowledge of Hospital infrastructure planning and design in an added value; • Understanding of hospital design and patient flow; • Understanding of Civil engineering and physical designs; • Knowledge in standards required to preserve the Master plan; • Demonstrated expertise across operations, engineering, architecture; • Knowledge of infrastructure deployment, testing, and deployment processes; • Knowledge implementing Disaster Recovery configurations and approaches; • Understanding of the legal framework relevant to urban planning and construction; • Knowledge of CAD, computer assisted drawing, is an added value; • Quality Control analysis skills; • Problem-solving skills; • Judgment and decision-making skills; • Planning and organizational skills; 		



	<ul style="list-style-type: none"> • Interpersonal skills; • Communication skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 		01
15	Internal Auditor	<p>Bachelor's Degree (A0) in Finance, Accounting, Economics or Management with at least foundation level one of CPA/CIA/CPFM/ACCA (Applied Knowledge of ACCA) or stage two of CAT/API Certificate.</p> <p>A transaction 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 eligible, one (1) year before the expiration of the transition period.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Knowledge of accounting; financial reporting and auditing standards (Such as IPSAS; IFRS; ISSAs); • Proficiency in financial management systems; • Resources management skills; • Analytical skills; • Problem solving skills; • Decision making skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	01
16	Documentation and Archives Officer	<p>Bachelor's Degree in Library and information science, Documentation, Archives Studies, Information management, Arts and Publishing, or Advanced Diploma in Library and information science, Documentation,</p>	01



<p>Archives Studies, Information management, Arts and Publishing.</p>	<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Knowledge of integrated document management; • Knowledge of archive management software; • Knowledge of the documentation management system (DMS) would be an advantage; • Resource management skills; • Analytical skills; • Problem solving skills; • Decision-making skills; • Resources management skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	<p>01</p>
<p>17</p>	<p>Administrative Assistant to the Director General</p>	<p>Advanced Diploma in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Secretarial Studies or Office Management.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Resources Management skills - Analytical skills; -Time management skills; -Decision Making Skills; -Problem Solving skills -Results Oriented. -Digital literacy skills



18	HEALTH CENTERS	Head of Health Center	<p>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p> <p>Bachelor's Degree in Nursing Sciences ,Midwifery Sciences, Clinic Medicine and Community Health with three (3) years of relevant working Experience in public health facilities and having a registration certificate and valid license to practice in Rwanda, issued by professional council,or</p> <p>Advanced Diploma in Nursing Sciences ,Midwifery Sciences, Clinic Medicine and Community Health with Five (5) years of relevant working Experience in public health facilities and having a registration certificate and valid license to practice in Rwanda, issued by professional council</p> <p>Key Technical Skills and Required knowledge:</p> <ul style="list-style-type: none"> • Knowledge and understanding of Rwanda Health System • Knowledge in Clinical Governance, Policies and Strategies • Leadership Skills • Resources Management Skills • Organizational Skills; • Monitoring and Coaching Skills; • Risk Management Skills; • Performance Management Skills • Result Oriented ; • Decision Making Skills; • Digital literacy Skills; • Problem-Solving skills; • Networking Skills <p>• Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	17
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19	Social worker at Health center Level	<p>Diploma (A2) in social work; or Advanced Diploma (A1) in social work, Sociology, Social Studies.</p> <p>Key Technical Skills and Required knowledge</p> <ul style="list-style-type: none"> • Knowledge of Rwanda health system • Knowledge of clinical services policy and procedure • Advocacy of Individual client Skills • Analytical and Problem solving skills; • Decision-making skills; • Communication skills; • Leadership and management skill; • Resources management skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Social Orientation Skills • Initiative Skills • Ability to engage and communicate with diverse population and group of all sizes. • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	01
20	Accountant A1 at Health Center Level	<p>Advanced Diploma (A1) in Public Finance, Accounting, or Bachelor's Degree (A0) in Accounting, Finance, Business Administration with Specialization in Finance or Accounting; or Accounting Professional Qualification recognized by IFAC (ACCA, CPA) is eligible.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Knowledge of accounting; financial reporting and auditing standards (Such as IPSAS; IFRS; ISSAs); 	16

	<ul style="list-style-type: none"> • Proficiency in financial management systems; • Resources management skills; • Analytical skills; • Problem solving skills; • Decision making skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; <p>Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	
05	<p>Bachelor's Degree (A0) in statistics, Applied Mathematics, Data science; or Advanced Diploma or Bachelor's degree (A0) in Nursing, Public Health, Environmental health, Community Health, Clinical and Community Health, Paramedical, Global Health, Information System, Information Communication and Technology, Demography with a recognized professional certification such as : Data Management, Data Quality, or any other recognized Data Management professional certification is eligible.</p> <p>A transaction 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 eligible one (1) year before the expiration of the transition period.</p> <p>Key Technical Skills and Required knowledge:</p> <ul style="list-style-type: none"> • Knowledge and understanding of the Rwanda health system; • Knowledge and skills in M&E, health data analysis, management and reporting. • Knowledge of technical skills in the design and use of health information system platforms for data use and reporting; • Familiar with statistical software, possess good data entry and work processing skills; • Capacity to collect, compare and scrutinize data to arrive at sound 	<p>Data manager and statistician at Health center Level</p>
21		



	<p>conclusions;</p> <ul style="list-style-type: none"> • Ability to present statistical results and conclusions effectively in appropriate tabular, graphic, and written forms; • Resources management skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 		11
22	<p>Cashier at Health Center Level</p> <p>Advanced Diploma (A1) in Accounting, Commerce; or Diploma (A2) in Accounting, Commerce and Accounting.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> • Proficiency in financial management systems; • Resources management skills; • Analytical skills; • Problem solving skills; • Decision making skills; • Time management skills; • Risk management skills; • Results oriented; • Digital literacy skills; • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an Advantage. 		76
23	TOTAL		76

How to apply:

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

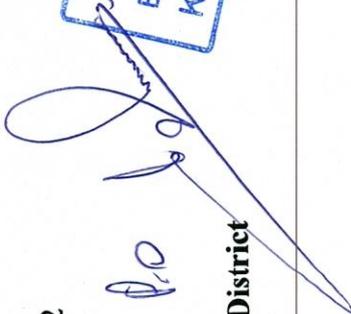
- Go to [http:// e-recruitment.mifotra.gov.rw](http://e-recruitment.mifotra.gov.rw)
- Apply for the vacancy



- 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),

Done at Kirehe on 26/07/2022

RANGIRA Bruno
The Mayor of KIREHE District



ZIKAMA Eric
Executive Secretary of
KIREHE DISTRICT

