



EAST AFRICAN COMMUNITY SECRETARIAT

RECRUITMENT OF A PUBLIC HEALTH NURSE IN RWANDA

HEALTH DEPARTMENT

EAC REPRODUCTIVE, CHILD, ADOLESCENT HEALTH AND NUTRITION UNIT AT EAC HEADQUARTERS IN ARUSHA, TANZANIA

National Health Advocacy and Project Coordination Officer (Public Health Nurse) – Rwanda

- DUTY STATION:** Ministry of Health Headquarters, Kigali, Rwanda
- EAC STAFF GRADE:** **G4**
- REPORTS TO:** EAC Senior Reproductive Health Officer (Sexual and Reproductive Health, Adolescent Health, Child Health, Nutrition, Population and Development)
- DEPARTMENT:** Health
- DIVISION:** EAC Reproductive, Child, Adolescent Health and Nutrition Unit.
- DURATION:** Three (3) Years **(Donor Funded Project).**

Main Purpose of the Job:

The National Health Advocacy and Project Coordination Officer (Public Health Nurse) will be responsible for coordinating and conducting health advocacy and communication initiatives through the Ministry of Health of the Republic of Rwanda in the implementation of the European Commission (EC) funded project named **“Invest in adolescents- Building advocacy capacity in East Africa: 2010-2013”** and also the **“EAC Regional Strategic Plan on Sexual and Reproductive Health and Rights (SRHR) in East Africa: 2008-2013”** with special emphasis on identified priority Sexual and Reproductive Health, Adolescent Health, Child Health, Population and Development activities.

Duties and Responsibilities:

- (i) Provide technical, administrative and logistical support to the Ministry of Health of the Republic of Rwanda in the implementation of EAC Sexual and Reproductive Health, Adolescent Health, Child Health, Population and Development Programme
- (ii) Assist in the organization and facilitation of internal and external meetings, training courses, seminars, conferences, field visits, workshops and events in liaison with the relevant professional and support staff of the EAC Secretariat and the Ministry of Health of the Republic of Rwanda
- (iii) Coordinate and facilitate the writing and compilation of various national technical and administrative reports relevant to the implementation of the EAC Sexual and Reproductive Health, Adolescent Health, Child Health, Population and Development Programme through the Ministry of Health of the Republic of Rwanda
- (iv) Building and maintaining effective relations with the national policymakers and colleagues in order to enhance effective and efficient implementation of identified priority EAC Sexual and Reproductive Health, Adolescent Health, Child Health, Population and Development activities in the Republic of Rwanda.
- (v) Initiate and coordinate the implementation of various community-based Sexual and Reproductive Health, Adolescent Health, Child Health, Population and Development health advocacy and communication activities in the Republic of Rwanda.
- (vi) Support the Ministry of Health of the Republic of Rwanda in the development of a specific national health advocacy strategic plan in relation to identified priority Sexual and Reproductive Health, Adolescent Health, Child Health, Population and Development activities and related issues.
- (vii) Researching, monitoring, analyzing and reporting on policies and funds affecting identified priority Sexual and Reproductive Health, Adolescent Health, Child Health, Population and Development activities in the Republic of Rwanda.

- (viii) Coordinate and facilitate the establishment of **“Health Documentation and Information Centres”** for Sexual and Reproductive Health, Adolescent Health, Child Health, Population and Development Programme and other related health projects and programmes at district and national level in the Republic of Rwanda
- (ix) Initiate and coordinate national health advocacy and communication coalitions and liaise with other relevant stakeholders and partners in support of identified priority Sexual and Reproductive Health, Adolescent Health, Child Health, Population and Development activities in the Republic of Rwanda
- (x) Participate in the development of proposals and reports in support of advocacy and as part of effective monitoring and evaluation of identified priority Sexual and Reproductive Health, Adolescent Health, Child Health, Population and Development activities in the Republic of Rwanda
- (xi) Contribute to EAC media activities on advocacy issues as needed and work closely with Media and Public Relations teams in the Republic of Rwanda in order to ensure that the communications strategy supports the advocacy work and vice versa.
- (xii) Provide technical and logistical linkages between the Ministry of Health of the Republic of Rwanda and the EAC Secretariat in the implementation of the overall **“EAC Regional Strategic Plan on Sexual and Reproductive Health and Rights (SRHR) in East Africa: 2008-2013”** and also the donor funded project named **“Invest in adolescents - Building advocacy capacity in East Africa: 2010-2013”** with special emphasis on identified priority Sexual and Reproductive Health, Adolescent Health, Child Health, Population and Development activities.
- (xiii) Facilitate the establishment and operationalization of National Technical Teams (NTTs) on Sexual and Reproductive Health, Adolescent Health, Child Health, Population and Development in the Republic of Rwanda
- (xiv) Provide and facilitate technical and logistical linkages between the Rwanda National Nurses and Midwives Councils and Associations and those of the other EAC Partner States, including the Forum of East African Nurses (FEAN) through the Ministry of Health of the Republic of Rwanda, among other duties as may be assigned from time.

Qualifications and Experience:

- (i) Must be a citizen of the Republic of Rwanda
- (ii) A basic Diploma in Registered Community Health Nursing (RCHN) from a recognized medical training institution,
- (iii) Must have a post-basic certificate in Public Health Nursing
- (iv) A Bachelor of Science Degree in Nursing is an added advantage
- (v) A post-graduate degree of Master of Science in Nursing (Community Health Option) is useful

Starting date of Advertisement in EAC Website and Rwanda (MINEAC and MINISATE) websites is Monday, 2nd August 2010 and the closing date of the applications is Friday, 17th September 2010

- (vi) Working experience of at least five years in a public health setting at district, national or regional level within East Africa
- (vii) Demonstrated work experience in the implementation of Sexual and Reproductive Health, Adolescent Health, Child Health, Population and Development Projects and Programmes
- (viii) Ability to develop integrated results oriented annual work plans and other organization-wide activities (setting objectives, developing strategies, budgeting, developing policies and procedures, and organizing the functions necessary to accomplish the activities);

Skills and Competences

- (i) Self driven individual with ability to work under minimal supervision.
- (ii) Proficiency in various computer-based office applications;
- (iii) Excellent communication, presentation and inter-personal skills;
- (iv) Excellent writing skills;
- (v) Ability to work as a team leader and to motivate others;
- (vi) Ability to work under pressure and to deliver on the set deadlines.

Interested candidates should submit their applications quoting the position applied for by registered mail, courier service, e-mail (all soft copies should be in MS. Word) or dispatch together with Curriculum Vitae, copies of both academic and professional certificates and testimonials, names and addresses of three referees, and day time telephone/cell phone contacts to:

**The Secretary General
East African Community
P.O. Box 1096
Arusha - Tanzania.
Fax No: 007 27 2502455/2504481
E-mail: eac@eachq.org**

To be received not later than Friday 17th September, 2010

The East African Community is an equal opportunity employer hence female candidates are encouraged to apply. The EAC will only respond to those candidates who strictly meet the set requirements for the advertised positions and will have been successfully shortlisted.