

MODEL DISTRICT HOSPITAL - JOB PROFILES

OFFICE OF THE DIRECTOR GENERAL

Administrative Unit	Job Title	Title of Job position	Job Profiles
Hospital Director General's Office	Director General	Director General of Hospital	<p><u>Minimum Qualification</u></p> <p>Master's Degree in Medicine (MMed), Public Health (MPH), Health Care Administration, Global Health, Epidemiology, International Health, with two (2) years of relevant working experience with a valid license to practice medicine in Rwanda; or</p> <p>Bachelor's Degree in Medicine or Dental Surgeon with three (3) years of relevant working experience with a valid license to practice medicine in Rwanda.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan Health system; - Leadership skills; - Knowledge in clinical governance, policies and strategies; - Resource management skills; - Analytical skills; - Networking skills; - Mentoring and coaching skills - Risk management skills; - Performance management skills; - Results oriented; - Digital literacy skills; - Time Management skills; - Decision making skills; - Problem solving skills;



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			<ul style="list-style-type: none"> - Fluency in Kinyarwanda, English and/ or French. Knowledge of all is an added advantage
	Administrative Assistant	Assistant to the DG of District Hospital	<p><u>Minimum Qualification</u></p> <p>Advanced Diploma (A1) in Secretarial Studies, Office Management; or Bachelor's Degree in Public Administration, Administrative Sciences, Business Administration, Management, Sociology, Secretarial Studies or Office Management.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French. Knowledge of all is an added advantage.
	Procurement Officer	Procurement Officer	<p><u>Minimum Qualification</u></p> <p>Bachelor's Degree in Procurement or Purchasing and Supply Chain Management. Recognized procurement professional certification is an added advantage; or</p>



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			<p>A holder of a Degree in Management, Accounting, Law, Public Finance, Economics or Civil Engineering with a professional certification such as: Charter Institute of Procurement and Supply (CIPS), Certified International Procurement Professional (CIPP), Certified International Advanced Procurement Professional (CIAPP) or any other recognized procurement professional certification is eligible.</p> <p>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 eligible, one (1) year before the expiration of the transition period.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Understanding of public procurement laws and procedures in Rwanda; - Experience of working with E-government, procurement system or other procurement software; - Knowledge of procurement techniques as well as in market practices; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/ or French. Knowledge of all is an added advantage.



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	Planning, M&E	Planning, M&E Officer	<p>Minimum Qualification</p> <p>Bachelor's Degree in Economics, Finance, Management, Development Studies, Statistics, Project Management and Planning, Development Planning, Public Policy, Monitoring and Evaluation, Business Administration, Public Health; or</p> <p>Master's Degree in Economics, Finance, Management, Development Studies, Statistics, Project Management and Planning, Development Planning, Public Policy, Monitoring and Evaluation, Business Administration, Public Health, Health Care Administration; or</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>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 eligible, one (1) year before the expiration of the transition period.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwanda Health system; - Knowledge of National planning, budgeting and reporting framework, tools and systems; - Knowledge of national development agenda; - Knowledge of policy formulation and analysis; - Having strategic planning and decision-making capabilities; - Knowledge of programs and project planning, monitoring & evaluation; - Knowledge in application of results-based management;





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			<ul style="list-style-type: none"> - Knowledge of research, data analysis and reporting; - Knowledge of planning, strategy and policy formulation; - Knowledge and skills in results based management, logical framework approach processes and reporting tools in the health sector; - Knowledge of planning, Monitoring & Evaluation of policies, programmes & projects; - Team coordination, mentoring, coaching and supervision capabilities; - Capabilities in quality assurance of documents; - Creative, proactive, customer focused, solutions led and results-oriented; - Implementation and follow up skills; - Complex problem-solving skills and ability to handle multiple tasks effectively; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.
	Public Relations and Communication	Public Relations and Communication Officer	<p>Minimum Qualification</p> <p>Bachelor's Degree in Communication, Journalism, Public Relations and Media; or</p>



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			<p>A holder of a Degree any other field with three (3) years of professional experience in communication, Media or public relations is eligible.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Ability to develop and implement communications initiatives using appropriate tools and channels; - Organizational and planning skills; - Research and critical thinking skills; - Report writing and presentation skills; - Creative thinking skills and solution-oriented attitude; - Knowledge of online communication tools with special emphasis in audiovisual production and dissemination; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in speaking and writing Kinyarwanda, English and/or French. Fluency in all 4 national languages (including Swahili) is an added advantage.
	Quality Improvement	Quality Improvement Officer	<p><u>Minimum Qualification</u></p> <p>Bachelor's Degree (A0) in Nursing, Public Health, Environmental Health, Community Health, Clinical Medicine and Community Health, Paramedical, Global Health.</p>



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			<p><u>Required Competencies and Key Technical Skills</u></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 interventions to improve quality of health services; - Ability to facilitate trainings and organizing teams; - Monitoring and evaluation skills; - Analytical and problem-solving skills; - Resource management skills; - Decision making skills; - Risk management skills; - Results oriented; - Time management skills; - Communication skills, - Digital literacy skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an added advantage.
	Data Manager and Statistician	Data Manager and Statistician	<p><u>Minimum Qualification</u></p> <p>Bachelor's Degree (A0) in Statistics, Applied Mathematics, Data Science; or</p> <p>Bachelor's (A0) in Nursing, Public Health, Environmental Health, Community Health, Clinical Medicine 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>



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			<p>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 eligible, one (1) year before the expiration of the transition period.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwanda Health system; - Knowledge and skill in M&E, health data analysis, management and reporting; - Knowledge of technical skills in the design and use of health Information systems platforms for data use and reporting; - Familiar with statistical software, possess good data entry and work processing skills; - Capability to collect, compare and scrutinize data to arrive at sound conclusions; - Ability to present statistical results and conclusions effectively in appropriate tabular, graphic and written forms; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.





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	Internal Auditor	Internal Auditor	<p>Minimum Qualification</p> <p>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); Stage two of CAT/ API Certificate.</p> <p>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 eligible, one (1) year before the expiration of the transition period.</p> <p>Required Competencies and Key Technical Skills</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; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.
	Legal Affairs	Legal Affairs Officer	<p>Minimum Qualification</p> <p>Bachelor's Degree in Law with Diploma in Legal Practice or a Diploma in Legislative Drafting; or</p>



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			<p>Master's Degree in law with Diploma in Legal Practice or a Diploma in Legislative Drafting.</p> <p>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 eligible, one (1) year before the expiration of the transition period.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Capacity for legal research and analysis in complex areas of law; - Analytical and problem-solving skills; - Knowledge of substantive law and legal procedures; - Experience in legal advisory; - Experience in legal drafting and negotiation; - Knowledge in civil litigation management; - Possession of capacity of research and analysis in complex areas of law; - Analytical and problem-solving skills; - Knowledge of substantive law and legal procedures; - Experience in legal advisory - Experience in legal drafting and negotiation; - Knowledge in civil litigation management; - Knowledge in legal research and analysis in various areas of law; - Knowledge of substantive law and legal procedures; - Knowledge in contract drafting and negotiation; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills;



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ADMINISTRATION AND FINANCE UNIT			
Administration and Finance Unit	Director of Unit	Director of Administration and Finance Unit	<ul style="list-style-type: none"> - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.
ADMINISTRATION AND FINANCE UNIT			
Administration and Finance Unit	Director of Unit	Director of Administration and Finance Unit	<p>Minimum Qualification</p> <p>Master's Degree in Finance, Accounting with CPA/CPFA/CPFM intermediate level /ACCA Foundation Level (Completion of ACCA Applied Skills papers) and one (1) year of relevant working experience; Or</p> <p>Bachelor's Degree (A0) in Finance, Accounting with CPA/CPFA/CPFM intermediate level /ACCA Foundation Level (Completion of ACCA Applied Skills papers) and three (3) years of relevant working ; or</p> <p>A holder of a Degree in any other field with API/PFM Certificate, with three (3) years of relevant working experience is eligible.</p> <p>A holder of Post Graduate Degree in PFM with two (2) years of relevant working experience is eligible.</p> <p>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 eligible, one (1) year before the expiration of the transition period.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Knowledge of standards and frameworks applied in Public Sector such as International Public Sector Accounting Standards (IPSAS); IFRSs



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			<p>Government Finance Statistics (GFS); Internal Audit framework and International Standards for Supreme Audit Institutions (ISAAs); Proficiency in financial management systems and knowledge of the Rwanda's public finance management;</p> <ul style="list-style-type: none"> - Knowledge of the legal and institutional framework of Rwanda's public finance management; - Knowledge of Public Sector human resource policies, regulations and procedures - Operating knowledge of Human resource management systems and processes; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Networking skills; - Leadership skills; - Mentoring and coaching skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.
	Accountant	Accountant	<p>Minimum Qualification</p> <p>Bachelor's Degree (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>



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			<p>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 eligible, one (1) year before the expiration of the transition period.</p> <p><u>Required Competencies and Key Technical Skills</u></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; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.
	Human Resources	Human Resources Officer	<p><u>Minimum Qualification</u></p> <p>Bachelor's Degree in Human Resources Management, Management with specialization in Human Resource or Business Administration with specialization in Human Resource. Human Resource Professional Certification is an added Advantage; or</p> <p>A holder of a Degree in Public Administration, Administrative Sciences, Management, Business Administration, or Law with recognized Human Resource Professional Certification in CHRM,</p>



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			<p>PHRi, SPHR, SHRM or any other recognized HR professional certification is eligible.</p> <p>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 eligible, one (1) year before the expiration of the transition period.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Knowledge of public sector human resource policies, regulations and procedures; - Operating knowledge of human resource management systems and processes; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.
	ICT	ICT Officer	<p><u>Minimum Qualification</u></p> <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,</p>



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			<p>Computer Engineering; Having certifications in A++, N++, MCP, 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 in A++, N++, MCP, MCSA, CCNA are an added advantage.</p> <p><u>Required Competencies and Key Technical Skills</u></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 convert high-level customer needs into a technical development strategy; - Ability to manage and troubleshoot TCP / IP networking issues; - Ability to repair PCs and other hardware equipment; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills;



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	Logistics	Logistics Officer	<ul style="list-style-type: none"> - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.
			<p><u>Minimum Qualification</u></p> <p>Advance Diploma (A1) in Supply Chain Management, Store Management, Business Administration, Management, Finance, Accounting, Economics, Logistics Management, Assets Management; or</p> <p>Bachelor's Degree (A0) in Supply Chain Management, Store Management, Business Administration, Management, Finance, Accounting, Economics, Logistics Management, or Assets Management.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge. Knowledge of all is an advantage.
	Customer Care	Customer Care Officer	<p><u>Minimum Qualification</u></p> <p>Advanced Diploma (A1) in Office Management, Hospitality Management; or</p>



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			<p>Bachelor's Degree in Communication, Public Relations, Marketing, or Customer Relations, Office Management or Hospitality Management.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Knowledge of customer service practices; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in speaking and writing Kinyarwanda, English and/or French. Fluency in all 4 national languages (including Swahili) is an added advantage.
	Principal Cashier	Principal Cashier	<p><u>Minimum Qualification</u></p> <p>Advanced Diploma (A1) in Accounting; or</p> <p>Bachelor's Degree (A0) in Finance, Accounting, Management, Business Administration with specialization in Accounting, Business Administration with specialization in Finance, Business Administration with specialization in Economics, Economics.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Proficiency in financial management systems; - Resource management skills; - Analytical skills; - Problem solving skills;



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			<ul style="list-style-type: none"> - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.
	Cashier A2	Cashier A2	<p><u>Minimum Qualification</u></p> <p>Advanced Diploma (A1) in Accounting, Commerce; or Diploma (A2) in Accounting, Commerce and Accounting</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Proficiency in financial management systems; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.
	Recovery	Recovery Officer	<p><u>Minimum Qualification</u></p> <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 or Economics.</p>



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			<p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Proficiency in financial management systems; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.
	Documentation and Archives	Documentation and Archives Office	<p><u>Minimum Qualification</u></p> <p>Bachelor's Degree (A0) in Library and Information Science, Documentation, Archival Studies, Archives, Information Management, Office Management, Arts and Publishing; or</p> <p>Advanced Diploma in Library & information Science, Office Management, Bibliotheconomy/ Library, Documentation, Archives Studies, Archives, Information Management, Arts and Publishing.</p> <p><u>Required Competencies and Key Technical Skills</u></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;



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			<ul style="list-style-type: none"> - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an advantage.
	Driver	Driver	<p><u>Minimum Qualification</u></p> <p>Driving License Category B with a minimum qualification of Ordinary Level (O Level), Advanced level (A2) is an added value.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Knowledge of general mechanical skills; - Diligent attention to safety skills; - Vehicle maintenance skills; - Writing and reading skills; - Time management skills; - Resource management skills; - Problem solving skills; - Risk management skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.



MEDICAL AND ALLIED HEALTH SCIENCES UNIT

Administrative Unit	Job Title	Title of Job position	Job Profiles
Medical and Allied Health Sciences Unit	Director of Unit	Director of Medical and Allied Health Sciences Unit	<p><u>Minimum Qualification</u></p> <p>Master's Degree in Medicine with one (1) year of relevant working experience in clinical practice and a valid license to practice medicine in Rwanda; or</p> <p>Bachelor's Degree in General Medicine with three (3) years of relevant working experience in clinical practice and a valid license to practice medicine in Rwanda.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan Health system; - Leadership skills; - Organizational skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal skills; - Communication skills; - Time Management skills; - Decision making skills; - Digital literacy skills; - Problem-solving Skills, - Networking skills; - Mentoring and coaching skills; - Risk management skills; - Performance management skills; - Results oriented;



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	Medical Officer	Senior Consultant	<p>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an added advantage</p> <p><u>Minimum Qualification</u></p> <p>Master's Degree in Medicine (MMed.) with a valid License to practice Medicine in Rwanda issued by professional council.</p> <p>Be Certified at the Senior consultant grade by the professional council.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Be competent to work independently with relevant portfolio; - Professional leadership at both clinical and academic affairs; - Ability to supervise and perform advanced procedures related to the field of expertise; - Conduct or participate in clinical trial or any research related to the field of expertise; - Analytical, data interpretation and problem-solving skills, - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedures - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.



Administrative Unit	Job Title	Title of Job position	Job Profiles
		Consultant	<p><u>Minimum Qualification</u></p> <p>Master's Degree in Medicine (MMed.) with a registration certificate and valid license to practice medicine issued by the professional council in Rwanda.</p> <p>Be Certified at the level of consultant by the professional council.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Ability to lead & manage teams: (Membership to committees,) - Leadership skills; - Communication skills; - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedures; - Time Management skills, - Decision making skills, - Digital literacy skills, - Problem-solving Skills, - Networking skills; - Mentoring and coaching skills - Risk management skills; - Results oriented; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an added advantage. <p><u>Minimum Qualification</u></p> <p>Master's Degree in Medicine (MMed.) with a registration certificate and valid license to practice medicine issued by the professional council in Rwanda.</p>



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			<p>Be Certified at the level of Junior consultant by the professional council.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Communication skills; - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedures; - Time Management skills; - Decision making skills; - Digital literacy skills; - Problem-solving Skills; - Networking skills; - Mentoring and coaching skills; - Risk management skills; - Results oriented; - Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an added advantage.</p>
		Chief Medical Officer/Chief Dental Surgeon	<p><u>Minimum Qualification</u></p> <p>Bachelor's Degree of General Medicine with a registration certificate and valid license to practice issued by the professional council in Rwanda.;</p> <p>Bachelor's Degree in Dental Surgery (A0) with a registration certificate and valid license to practice issued by the professional council in Rwanda;</p> <p>Be Certified at the Chief Medical / Dental Surgery Grade per professional council.</p>



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			<p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Leadership and management skills; - Ability to perform emergency saving lives procedures; - Ability to perform major surgical/medical procedures within the scope of practice; - Leading and participate in Quality Improvement of healthcare services; - Conduct operational research, - Analytical, data interpretation and problem-solving skills, - Communication skills. - Time Management skills, - Decision making skills, - Digital literacy skills, - Problem-solving Skills, - Networking skills; - Mentoring and coaching skills - Risk management skills; - Results oriented; - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedures; - Fluency in Kinyarwanda, English and/ or French; <p>knowledge of all is an added advantage.</p> <p><u>Minimum Qualification</u></p> <p>Bachelor's Degree of General Medicine with a registration certificate and valid license to practice issued by the professional council in Rwanda; or</p>
		Senior Medical Officer/Senior Dental Surgeon	



Administrative Unit	Job Title	Title of Job position	Job Profiles
			<p>Bachelor's Degree in Dental Surgery with a registration certificate and valid license to practice issued by the professional council in Rwanda.</p> <p>Be Certified at the level of Senior Medical / Dental Surgery Grade by the professional council.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Ability to perform emergency saving lives procedures; - Ability to perform major surgical/medical procedures within the scope of practice; - Leadership skills; - Operational research; - Analytical, data interpretation and problem-solving skills, - Communication skills; - Time Management skills; - Decision making skills; - Digital literacy skills; - Networking skills; - Mentoring and coaching skills; - Risk management skills; - Results oriented; - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedures; - Fluency in Kinyarwanda, English and/ or French; - knowledge of all is an added advantage.



Administrative Unit	Job Title	Title of Job position	Job Profiles
		Medical Officer/Dental Surgeon	<p><u>Minimum Qualification</u></p> <p>Bachelor's Degree of General Medicine with a registration certificate and valid license to practice issued by the professional council in Rwanda; or</p> <p>Bachelor's Degree in Dental Surgery (A0) with a registration certificate and valid license to practice issued by the professional council in Rwanda</p> <p>Be certified at the Medical Officer/Dental Surgery Grade by the professional council.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Perform medical, surgical procedures; - Management skills of leading and organizing departments; - Communication skills; - Participate in patients' education; - Analytical, data interpretation and problem-solving skills, - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedures; - Time Management skills; - Decision making skills; - Digital literacy skills; - Risk management skills; - Results oriented; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an added advantage.



Administrative Unit	Job Title	Title of Job position	Job Profiles
		Junior Medical Officer/Junior Dental Surgeon	<p><u>Minimum Qualification</u></p> <p>Bachelor's Degree of General Medicine with a registration certificate and valid license to practice issued by the professional council in Rwanda; or</p> <p>Bachelor's Degree in Dental Surgery (A0) with a registration certificate and valid license to practice issued by the professional council in Rwanda.</p> <p>Be Certified at the Junior Medical Officer/Junior Dental Surgery Grade by professional council.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Organizational skills; - Participate in patients' education; - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedures; - Time Management skills; - Decision making skills; - Digital literacy skills; - Problem-solving Skills; - Networking skills; - Communication skills; - Risk management skills; - Results oriented; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an added advantage.



Administrative Unit	Job Title	Title of Job position	Job Profiles
Pharmacist	Pharmacist	Pharmacist	<p data-bbox="276 875 304 1182"><u>Minimum Qualification</u></p> <p data-bbox="346 696 375 1182">Bachelor's Degree (A0) in Pharmacy; or</p> <p data-bbox="413 495 509 1182">Master's Degree in Pharmacy with a valid license to practice issued by the relevant professional council in Rwanda.</p> <p data-bbox="550 557 579 1182"><u>Required Competencies and Key Technical Skills</u></p> <ul data-bbox="620 495 1236 1182" style="list-style-type: none"> - Ability to ensure Safety and Quality of pharmaceutical products in the hospital; - Knowledge of compounding, manipulation, preparation, or packaging of pharmaceutical products; - Ability to communicate with pharmacy team, patients, and other health professionals; - Analytical, data interpretation and problem-solving skills; - Time Management skills; - Decision making skills; - Digital literacy skills; - Problem-solving Skills; - Networking skills; - Communication skills; - Risk management skills; - Results oriented; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an added advantage.



Administrative Unit	Job Title	Title of Job position	Job Profiles
	Head Anesthesia Technician	Head Anesthesia Technician	<p data-bbox="271 481 446 1176">Minimum Qualification Bachelor's Degree in Anesthesia with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda.</p> <p data-bbox="462 481 502 1176">Required Competencies and Key Technical Skills</p> <ul data-bbox="510 481 1324 1176" 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; - Judgement and decision making skills; - Ability to train and educate other people; - Research skills; - Communication, organizational, interpersonal skills; - Analytical and problem-solving skills; - Time management skills; - Digital literacy skills, - Mentoring and coaching skills; - Networking skills; - Risk management skills; - Results oriented - Fluency in Kinyarwanda, English and/ or French. - Knowledge of all is an added advantage.



Administrative Unit	Job Title	Title of Job position	Job Profiles
	Anesthesia Technician	Anesthesia Technician A1	<p data-bbox="276 869 308 1171"><u>Minimum Qualification</u></p> <p data-bbox="347 495 443 1171">Advanced Diploma (A1) in Anesthesia with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda; or</p> <p data-bbox="483 495 579 1171">Bachelor's Degree (A0) in Anesthesia with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda.</p> <p data-bbox="619 555 651 1171"><u>Required Competencies and Key Technical Skills</u></p> <ul data-bbox="691 495 1313 1171" style="list-style-type: none"> - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedure; - Ability to assess and plan anesthesia care requirements; - Observation skills; - Knowledge of social, epidemiologic and cultural context of patient care; - Ability to work in a highly aseptic environment; - Ability to work effectively within a multidisciplinary team; - Communication, Organizational skills; - Analytical and problem-solving skills; - Time management skills; - Decision making skills; - Digital literacy skills, - Risk management skills; - Results oriented; - Fluency in Kinyarwanda, English and/ or French; - Knowledge of all is an added advantage



Administrative Unit	Job Title	Title of Job position	Job Profiles
Medical Imaging Technician	Medical Imaging Technician A1/A0	Medical Imaging Technician A1/A0	<p>Minimum Qualification</p> <p>Advanced Diploma (A1) Radiology, Medical Imaging with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda; or</p> <p>Bachelor's Degree in Radiology, Medical Imaging with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedure - Knowledge to interact with patients, - Diagnostic radiography procedures skills; - Communication; Organizational and Interpersonal skills; - Technical decision-making skills; - Problem solving skills; - Time management skills; - Digital literacy skills; - Analytical skills; - Mentoring and coaching skills; - Risk management skills; - Results oriented; - Fluency in Kinyarwanda, English and/ or French; - Knowledge of all is an added advantage. <p>Minimum Qualification</p> <p>Bachelor's Degree (A0) in Laboratory Sciences, Biomedical Laboratory Sciences, Medical Laboratory</p>
Head Technician A0	Lab Technician A0	Head Technician A0	<p>Lab Technician A0</p>



Administrative Unit	Job Title	Title of Job position	Job Profiles
			<p>Technology with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda; or</p> <p>Master's Degree in Laboratory Science, Biomedical Laboratory Sciences, Medical Laboratory Technology, with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda.</p> <p><u>Required Competencies and Key Technical Skills</u></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; - Leadership skills; - Lab Management and leadership skills; - Lab equipment management skills; - Quality Assurance and Improvement skills related to Lab activities; - Ability to train and educate people; - Knowledge in complex lab machinery use; - Skills of large procurement of Lab commodities; - Lab reagents and supplies inventory skills; - Communication, organizational, interpersonal skills; - Knowledge on computer and Lab Information System management; - Research skills, - Strategy and planning skills; - Analytical and problem-solving skills; - Time management skills; - Digital literacy skills.



Administrative Unit	Job Title	Title of Job position	Job Profiles
	Lab Technician A1	Lab Technician A1	<ul style="list-style-type: none"> - Mentoring and coaching skills; - Risk management skills; - Results oriented; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an added advantage. <p><u>Minimum Qualification</u></p> <p>Advanced Diploma (A1) in Laboratory Sciences, Biomedical Laboratory Sciences, Medical Laboratory Technology with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda; or</p> <p>Bachelor's Degree in Laboratory Sciences, Biomedical Laboratory Sciences, Medical Laboratory Technology with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedure; - Meticulous attention to detail; - Communication skills; - Teamwork skills; - Knowledge in complex lab machinery and computer programs use; - Communication, organizational skills, - Analytical and problem-solving skills; - Time management skills; - Digital literacy skills; - Analytical skills;



Administrative Unit	Job Title	Title of Job position	Job Profiles
	Mental Health	Mental Health Officer	<ul style="list-style-type: none"> - Mentoring and coaching skills; - Risk management skills; - Results oriented; - Fluent in Kinyarwanda, English and/ or French; <p>Knowledge of all is an added advantage.</p>
			<p><u>Minimum Qualification</u></p> <p>Advanced Diploma (A1) in Mental Health Nursing with a valid license to Practice in Rwanda issued by the professional Council; or</p> <p>Bachelor's Degree (A0) in Mental Health Nursing with a valid license to Practice in Rwanda issued by the professional Council.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Ability to convey information effectively; - Documentation skills; - Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; - Analytical skills; - Ability to work effectively in interprofessional team; - Ability to conduct community outreach to assess mental health issues; - Problem sensitivity or the ability to tell when something is wrong or is likely to go wrong; - Communication skills - Ability to apply Nursing Care Plan; - Ability to work in nursing scope of practice; - Analytical skills;



Administrative Unit	Job Title	Title of Job position	Job Profiles
	Clinical Psychologist	Clinical Psychologist	<ul style="list-style-type: none"> - Time management skills; - Problem solving skills; - Digital literacy skills; - Mentoring and coaching skills; - Risk management skills; - Results oriented; - Fluent in Kinyarwanda, English and/ or French; - Knowledge of all is an added advantage.
			<p><u>Minimum Qualification</u></p> <p>Bachelor' (A0) in Clinical Psychology with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda; or</p> <p>Master's Degree in Clinical Psychology with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Ability to manage people with psychological and psychiatric conditions; - Advise on the development of policy applicable to a variety of sectors and issues, based on various aspects of psychological theory and research; - Knowledge to design, manage and evaluate program dealing with psychological and psychiatric problems in diverse settings; - Ability to conduct clinical supervision and Intervention with peers; - Communication skills; - Analytical skills;



Administrative Unit	Job Title	Title of Job position	Job Profiles
	Dental Therapist A1/A0	Dental Therapist A1/A0	<ul style="list-style-type: none"> - Time management skills; - Problem solving skills; - Digital literacy skills; - Mentoring and coaching skills; - Risk management skills; - Results oriented; - Fluent in Kinyarwanda, English and/ or French; - Knowledge of all is an added advantage.
	Dental Therapist A1/A0	Dental Therapist A1/A0	<p><u>Minimum Qualification</u></p> <p>Advanced Diploma (A1) in Dental Therapy a registration certificate and valid license to practice issued by the relevant professional council in Rwanda; or</p> <p>Bachelor's Degree in Dental Therapy with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda.</p>
			<p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedures; - Meticulous attention to details; - Communication skills; - Team working skills; - Attention to patient detail and specimen identification skills; - Knowledge in complex dental machinery and computer programs use; - Communication, Organizational skills; - Analytical and problem-solving skills; - Time management skills;



Administrative Unit	Job Title	Title of Job position	Job Profiles
	Physiotherapist	Physiotherapist	<ul style="list-style-type: none"> - Digital literacy skills; - Risk management skills; - Results oriented - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an added advantage. <p><u>Minimum Qualification</u></p> <p>Advanced Diploma (A1) in Physiotherapy with a valid license to practice issued by the professional council in Rwanda; or</p> <p>Bachelor's Degree in Physiotherapy with a valid license to practice issued by the professional council in Rwanda.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Knowledge to develop and recommend a physiotherapy intervention strategy and implement the intervention; - Ability to establish a good relationship with patients and their families; - Communication skills; - Teamwork skills; - Analytical skills; - Time management skills; - Problem solving skills; - Digital literacy skills; - Mentoring and coaching skills; - Risk management skills; - Results oriented;



Administrative Unit	Job Title	Title of Job position	Job Profiles
	Orthopedic Technician A1/A0	Orthopedic Technician A1/A0	<p>- Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an added advantage.</p> <p>Minimum Qualification</p> <p>Bachelor's Degree (A0) in Orthopedics Medicine with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda; or</p> <p>Advanced Diploma (A1) in Orthopedics Medicine with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Knowledge of anatomy, physiology and medical terminology - Ability in handling different materials and equipment involved in applying and removing casts, splints and braces; - Communication skills; - Knowledge in complex machinery; - Safety and Risk management skills; - Analytical skills; - Time management skills; - Problem solving skills; - Digital literacy skills; - Mentoring and coaching skills; - Results oriented; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an added advantage.



Administrative Unit	Job Title	Title of Job position	Job Profiles
Prosthetic and Orthotics Technician A1/A0	Prosthetic and Orthotics Technician A1/A0	Prosthetic and Orthotics Technician A1/A0	<p data-bbox="268 869 300 1167"><u>Minimum Qualification</u></p> <p data-bbox="331 474 443 1167">Advanced Diploma (A1) in Orthopedic Technology with a registration certificate and valid license to practice issued by the professional council in Rwanda; or</p> <p data-bbox="475 474 619 1167">Bachelor's Degree (A0) in Prosthetics/Orthotics, Orthopedic Technology with a registration certificate and valid license to practice issued by the professional council in Rwanda.</p> <p data-bbox="651 542 683 1167"><u>Required Competencies and Key Technical Skills</u></p> <ul data-bbox="715 474 1374 1167" style="list-style-type: none"> - Knowledge of Rwanda Health System; - Knowledge of Anatomy and Physiology, Pathology, Biomechanics, Clinical Sciences, and Prosthetics and Orthotics Sciences; - Communication in multi or inter-disciplinary environment; - Knowledge to organize service user case load management; - Knowledge of clinical services Policy and procedure; - Presentation skills; - Knowledge of Prosthetics and Orthotics and manipulating: - Equipment (machines and tools) - Materials (consumables) - Safety and Risk management skills; - Analytical skills; - Time management skills; - Problem solving skills; - Digital literacy skills;





Administrative Unit	Job Title	Title of Job position	Job Profiles
Head of Social Service A0	Head of Social Service A0	Head of Social Service A0	<p>Minimum Qualification</p> <p>Bachelor's Degree (A0) in Social Work, Sociology, Social Studies.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedure; - Advocacy for individual client skills; - Problem -solving skills; - Engaging and communication with diverse population and group of all sizes skills; - Knowledge and understanding of human relationship; - Integrity skills; - Initiative skills; - Social orientation skills; - Communication, Organizational, Interpersonal skills; - Analytical and problem solving skills; - Time management skills; - Digital literacy skills; - Mentoring and coaching skills; - Results oriented; - Fluency in Kinyarwanda, English and/ or French; <p>Knowledge of all is an added advantage</p>
Social workers A2/A1	Social workers A2/A1	Social workers A2/A1	<p>Minimum Qualification</p> <p>Diploma (A2) in Social Work; or</p> <p>Advanced Diploma (A1) in Social Work, Sociology, Social Studies or Bachelor's Degree in Social Work, Sociology, Social Studies.</p>



Administrative Unit	Job Title	Title of Job position	Job Profiles
			<p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedure; - Advocacy for individual client skills; - Problem-solving skills, - Knowledge to engage and communicate with diverse population and group of all sizes skills; - Knowledge and understanding of human relationship; - Integrity skills; - Initiative skills; - Social orientation skills; - Communication, Organizational and Interpersonal skills; - Analytical and problem-solving skills; - Time management skills; - Analytical skills; - Problem solving skills; - Digital literacy skills; - Results oriented; - Fluency in Kinyarwanda, English and/ or French; - Knowledge of all is an added advantage.
Nutritionist A1/A0	Nutritionist A1/A0	Nutritionist A1/A0	<p><u>Minimum Qualification</u></p> <p>Advanced Diploma (A1) in Nutrition and Dietetics, Human Nutrition, Nutritional Sciences with a valid license to practice issued by the professional council in Rwanda;</p> <p>or</p> <p>Bachelor's Degree (A0) in Nutrition and Dietetics, Human Nutrition, Nutritional Sciences, Public Health with a valid</p>



Administrative Unit	Job Title	Title of Job position	Job Profiles
			<p>license to practice issued by the professional council in Rwanda.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Ability to provide nutritional assessment, diagnosis and treatment plan for all malnourished people; - Ability to provide nutrition/diet plan for patients with chronic conditions who require food/nutritious supplements; - Ability to Communicate and collaborate with medical team with regards to nutrition for clients/patients admitted in the hospital; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Resource management skills; - Risk management skills; - Digital literacy skills; - Results oriented; - Fluency in Kinyarwanda, English and/or French, Knowledge of all is an added advantage. <p><u>Minimum Qualification</u></p> <p>Bachelor's Degree (A0) in Biomedical Engineering, Clinical Engineering, Medical Equipment Technology; Electromechanical Engineering; or</p> <p>Advanced Diploma (A1) in Biomedical Engineering, Clinical Engineering, Medical Equipment Technology, Electromechanical Engineering.</p>



Administrative Unit	Job Title	Title of Job position	Job Profiles
			<p>Having a valid license to practice issued by the professional council in Rwanda is added advantage.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedure; - Knowledge of biomedical engineering or technology principles; - Knowledge of rules and regulatory affairs in regards of medical equipment; Equipment maintenance management skills; - Knowledge of equipment installation and utilization standards and development of SOPs where needed; - Knowledge in standards required to preserve the Medical equipment; - Knowledge in Medical Equipment applications and Quality Assurance; - Documentation and Record keeping skills; - Ability to maintain confidential information; - Ability to create a safe environment; - Ability to understand and manipulate equipment operational software; - Communication skills; - Team working skills; - Knowledge of complex clinical and lab machinery and computer programs use; - Knowledge of the Medical Equipment Management and Maintenance System (MEMMS) used in Hospitals is an added value; - Planning & Organizational skills;



Administrative Unit	Job Title	Title of Job position	Job Profiles
			<ul style="list-style-type: none"> - Interpersonal skills; - Communication skills, - Analytical and problem-solving skills; - Time management skills; - Risk management skills; - Resource management skills; - Decision making skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/ or French; <p>Knowledge of all is an added advantage.</p>
Environment Health Officer A1 /A0	Environment Health Officer A1 /A0	Environment Health Officer A1 /A0	<p>Minimum Qualification</p> <p>Bachelor's Degree (A0) in Environmental Health Sciences, Environmental Health and Safety, Environment Science or Hygiene with a registration certificate and valid license to practice issued by the relevant professional council in Rwanda; or</p> <p>Advanced Diploma (A1) in Environmental Health Sciences, Environmental Health and Safety, Environment Science or Hygiene with a registration Certificate and valid license to practice issued by the relevant professional council in Rwanda.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan Health system; - Environmental protection skills; - Infection control skills; - Waste management skills;



Administrative Unit	Job Title	Title of Job position	Job Profiles
			<ul style="list-style-type: none"> - Housing standards skills; - Leadership skills, - Team working skills; - Ethics, Quality Assurance and Improvement skills; - Ability to train and educate people; - Knowledge on procurement procedures, - Monitoring and inventory skills; - Communication and organizational skills, - Analytical and problem-solving skills; - Time management skills; - Decision making skills; - Risk management skills; - Resource Management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/ or French; - Knowledge of all is an added advantage.
Infrastructure Maintenance	Infrastructure Maintenance Officer A1/A0		<p><u>Minimum Qualification</u></p> <p>Bachelor's Degree in Civil Engineering, Construction Technology, Building Construction, Building and Construction Technology; or</p> <p>Advanced Diploma (A1) in Civil Engineering, Construction Technology, Building Construction, Building and Construction Technology.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Knowledge in the Rwanda Infrastructure Sector; - Knowledge in infrastructure technologies;



Administrative Unit	Job Title	Title of Job position	Job Profiles
			<ul style="list-style-type: none"> - Knowledge of Hospital infrastructure planning and design is an added value; - Understanding of Civil engineering and physical designs; - Understanding of hospital design and patient flow; - Knowledge in standards required to preserve the Master Plan; - Demonstrated expertise across operations, engineering, and 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 & organizational skills, - Interpersonal skills; - Communication skills; - Time management skills; - Digital literacy skills; - Resource management skills; - Analytical skills; - Risk management skills; - Results oriented; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an added advantage.



NURSING AND MIDWIFERY UNIT

Administrative Unit	Job Title	Title of Job position	Job Profiles
Nursing and Midwifery Unit	Director of Unit	Director of Nursing and Midwifery Unit	<p><u>Minimum Qualification</u></p> <p>Master's Degree in Nursing, Midwifery Sciences, Clinical Medicine and Community Health 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, issued by professional council; or</p> <p>Bachelor's Degree (A0) in Nursing, Midwifery Sciences, Clinical Medicine and Community Health with three (3) years of relevant working experience in clinical practice and having a registration certificate and valid license to practice nursing or midwifery in Rwanda, issued by professional council.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Ability to demonstrate and maintain ethical nursing practice; - Ability to mentor and coach; - Knowledge of Rwanda Health System; - Knowledge of clinical services Policy and procedure; - Clinical and administrative leadership based on current standards of nursing care practice; - Leadership and management skills; - Knowledge of hospital procedures and quality indicators of patient care; - Understanding of planning, basic budgeting and reporting; - Knowledge of legal regulations and best practices in healthcare; - Willingness to keep abreast of changing standards in nursing administration; - Ability to lead and develop personnel; - Creativity and innovation skills; - Communication skills;





Administrative Unit	Job Title	Title of Job position	Job Profiles
			<ul style="list-style-type: none"> - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an added advantage.
	Nurse, Head of Department	Nurse, Head of Department /Matron	<p><u>Minimum Qualification</u></p> <p>Master's Degree in Nursing, Clinical Medicine and Community Health with a registration certificate and valid license to practice nursing in Rwanda issued by the professional council; or</p> <p>Bachelor's Degree (A0) in Nursing, Clinical Medicine and Community Health with a registration certificate and a valid license to practice nursing in Rwanda issued by the professional council.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Ability to demonstrate and maintain ethical nursing practice; - 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 orientation skills; - Analytical, data interpretation and problem-solving skills;

Administrative Unit	Job Title	Title of Job position	Job Profiles
			<ul style="list-style-type: none"> - Decision-making skills; - Communication skills - Leadership and management skills; - Resource management skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.
Nurse A1/A0	Nurse A1/A0	<p>Minimum Qualification</p> <p>Bachelor's Degree (A0) in Nursing Sciences, Clinical Medicine and Community Health with a registration certificate and valid license to Practice in Rwanda issued by the professional Council; or</p> <p>Advanced Diploma (A1) in Nursing Sciences with a registration certificate and valid license to Practice in Rwanda issued by the professional Council.</p> <p>Required Competencies and Key Technical Skills</p> <ul style="list-style-type: none"> - Ability to convey information effectively; - Documentation skills; - Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; - Analytical skills; - Ability to work effectively in interprofessional team; - Problem sensitivity or the ability to tell when something is wrong or is likely to go wrong; - Communication skills; - Ability to apply Nursing Care Plan; 	



Administrative Unit	Job Title	Title of Job position	Job Profiles
			<ul style="list-style-type: none"> - Ability to work in nursing scope of practice; - Resource management skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.
Midwife, Head of Department A1/A0	Midwife, Head of Department/Matron A1/A0		<p><u>Minimum Qualification</u></p> <p>Masters' Degree in Midwifery Sciences with a registration certificate and valid license to practice midwifery in Rwanda issued by the professional council; or</p> <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><u>Required Competencies and Key Technical Skills</u></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 skills; - Creativity and innovation skills; - Ability to apply knowledge and skills in research in different healthcare settings; - Analytical, data interpretation and problem-solving skills;



Administrative Unit	Job Title	Title of Job position	Job Profiles
			<ul style="list-style-type: none"> - Decision-making skills; - Communication skills; - Leadership and management skills; - Resource management skills; - Networking skills; - Mentoring and coaching skills - Time management skills; - Risk management skills; - Performance management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.
Midwife A1/A0	Midwife A1/A0	Midwife A1/A0	<p><u>Minimum Qualification</u></p> <p>Bachelor's Degree (A0) in Midwifery Sciences with a registration certificate and valid license to practice midwifery in Rwanda issued by the professional council; or</p> <p>Advanced Diploma (A1) in Midwifery Sciences with a registration certificate and valid license to practice midwifery in Rwanda issued by the professional council.</p> <p><u>Required Competencies and Key Technical Skills</u></p> <ul style="list-style-type: none"> - Accountability and responsibility of the legal obligations for midwifery practice; - Ability to maintain ethical midwifery practice; - Ability to provide culturally appropriate care; - Communication skills; - Ability to work effectively in interprofessional team; - Documentation skills;



Administrative Unit	Job Title	Title of Job position	Job Profiles
			<ul style="list-style-type: none"> - Ability to apply Midwifery Care Plan; - Ability to work in midwifery scope of practice; - Resource management skills; - Analytical skills; - Problem solving skills; - Decision making skills; - Time management skills; - Risk management skills; - Results oriented; - Digital literacy skills; - Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage

<u>Common Key Competencies</u>
<ul style="list-style-type: none"> - Integrity; - Creativity/Innovation; - Inclusiveness; - Accountability; - Communication; - Teamwork; - Client/Citizen Focus; - Professionalism; - Commitment to continuous learning.



Done at Kigali, on 03/11/2021

(Handwritten signature)

Dr. NGAMIJE M. Daniel
Minister of Health

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RWANYINDO KAYIRANGWA Fanfan
Minister of Public Service and Labour