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**JOB ADVERTISEMENT**

**1. INTRODUCTION**

The University of Rwanda is a public institution of Higher Learning committed to support the development of the country through the generation and advancement of knowledge and innovation among other core activities. In that regard, the University of Rwanda through Single Project Implementation Unit is implementing a project entitled “Research Training in Data Science for Health in Rwanda Project (DST-HIRWA)” funded by the National Institutes of Health (NIH). To fulfill optimal functioning, UR- Single Project Implementation Unit (SPIU) calls for qualified and motivated candidates on two positions: **1) Database Administrator, 2) Project Support Officer.**

**2. PROJECT SUMMARY**

Data science has emerged as a transformative field with profound implications for health research in recent decades, policy, and practice. Major technological advancements, including the proliferation of digital data sources, the development of sophisticated analytical techniques, and the advent of machine learning and artificial intelligence, have revolutionized our ability to collect, analyse, and interpret health-related data. This evolution has opened up new avenues for understanding disease dynamics, predicting health outcomes, optimizing healthcare delivery, and improving population health.

Recognizing the pivotal role of data science in advancing health research and innovation, academic institutions and research organizations have increasingly prioritized the development of training programs to equip the next generation of researchers and practitioners with essential skills in data analysis, statistical modeling, and computational techniques. These programs aim to bridge the gap between traditional disciplinary silos and foster interdisciplinary collaboration to address complex health challenges.

In this context, the University of Rwanda, through its Regional Centre of Excellence in Biomedical Engineering and eHealth (CEBE), in partnership with Washington University in St. Louis and the African Institute for Mathematical Sciences (AIMS), developed a research training program focused on data science for health. This collaborative initiative aims to build capacity in data-driven research methodologies and foster a cadre of skilled professionals capable of harnessing the power of data science to tackle pressing health issues in Rwanda and beyond.

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**3. POSITIONS**

**a. Database Administrator**

***Main Duties and Responsibilities:***

**(a) Information Technology Management, Programming, and Administration**

- Manage day-to-day IT operations, including support for users, troubleshooting hardware/software issues, and maintaining network and database systems.
- Design, program, and maintain systems and digital tools to support grants management, project tracking, and data repository needs.
- Lead the development of researcher and grants databases, and ensure integration with existing pre-award and post-award systems.
- Participate in the research, drafting, and validation of technical specifications for IT-related procurement (hardware/software), and support quality assurance during delivery and installation.
- Coordinate with implementation teams to ensure that IT services align with project needs and growth planning.

**(b) Security, Access Control, and Disaster Recovery**

- Implement system security protocols and manage access rights to ensure data integrity and user accountability.
- Maintain accurate records of system access and conduct regular backups.
- Develop, update, and test disaster recovery procedures to ensure business continuity.

**(c) Database Upgrades and Maintenance**

- Schedule and execute updates, patches, and improvements to databases and IT systems.
- Collaborate with project and institutional IT staff to optimize performance and user satisfaction.
- Lead system upgrades or redesigns to align with evolving grants and data management needs.

**(d) Monitoring and Performance Management**

- Monitor servers, websites, and system performance; proactively address issues to prevent downtime.
- Ensure timely updates of SPIU web platforms and maintain technical documentation and contact directories.
- Conduct functionality checks and testing of new IT equipment and software.

**(e) Documentation, Reporting, and Compliance**

- Maintain accurate and auditable records of systems, data flows, payments, and procurement.





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- Prepare timely technical reports (monthly, quarterly, annually) and generate data insights as requested.
- Work with audit teams to ensure compliance, accountability, and secure data environments.
- Support the development of grant proposals by identifying digital system needs and ensuring alignment with donor requirements.
- Perform additional tasks as assigned by the supervisor to support the smooth functioning of IT and grants systems.

#### ***Required Qualifications and Skills:***

- Minimum of Bachelor's degree in Computer Science, Information Technology, Software Engineering, or a related field. High school diploma in Software Engineering with strong programming skills can also apply.
- Must have a minimum of 2 years experience in programming, website/database management, system administration, or IT support.
- Demonstrated experience managing CMS platforms like WordPress, Drupal, or Joomla.
- Experience in managing domain names, web hosting, email servers, and backups.
- Proficiency in HTML, CSS, JavaScript, PHP, and MySQL.
- Familiarity with front-end and back-end web development.
- Experience with CMS (WordPress, Joomla, Drupal).
- Server & Network Management:
  - Knowledge of Linux and Windows Server administration.
  - Experience with DNS, FTP, SSH, SSL Certificates, and cPanel/Plesk.
  - Ability to troubleshoot hardware and software issues.
  - Experience with LAN/WAN, firewalls, and network troubleshooting.
- Proficiency in installing and configuring workstations, printers, and routers.
- Security & Data Management:
  - Understanding of cybersecurity principles.
  - Experience in data backups, disaster recovery, and system monitoring.
- Database Management:
  - Basic understanding of database systems (e.g., MySQL, PostgreSQL, SQL Server).
  - Ability to query, back up, and maintain databases.

#### **b. PROJECT SUPPORT OFFICER**

##### ***Main Duties and Responsibilities:***

- Oversee daily follow up of trainees and serve as primary contact of all welfare issues;
- Support in the training process of trainees supported under DST-HIRWA Project and ensure it is in line with the set guidelines;
- Ensure and facilitate timely approval and submission of trainees' monthly reports; and submission of other requests to the UR Units.
- Participate and support in the orientation programs for trainees under DST-HIRWA Project and CEBE, in general;



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- Identify academic related difficulties and challenges of trainees in collaboration with their hosting academic programs;
- Coordinate and facilitate trainees' engagement into extra-curricular activities;
- Maintain, provide, and keep Alumni database, and ensure it is regularly updates;
- Collaborate with university staff, faculty, and external partners to enhance program effectiveness;
- Promote a welcoming and inclusive environment that respects trainees' diverse backgrounds;
- Liaise and collaborate with other Program's staff on trainees' learning progress;
- Coordinate program activities and support their smooth running;
- Closely collaborate with the Financial Management Specialist, the Procurement Specialist and Program's staff to logistically arrange, conduct and actively participate in program events and meetings;
- Perform any other related tasks as may be assigned by the immediate Supervisor.

### ***Required Qualifications and Skills:***

- Bachelor's degree in Education, Management, Economics, Social Sciences, Social work, Psychology, Business Administration, Commerce, Finance, Public Administration, Logistics Management with at least two (2) years of experience after completing bachelor's degree in the above field;
- At least one year of work experience under projects;
- Experience in operation support in a tertiary institution/university setting, career development, operational and youth/student engagement;
- Excellent interpersonal and communications skills and be an active person knowledgeable in Logistics management and ability to work with people of different categories of age, gender and cultures;
- Excellent analytical, organizational and negotiation competencies, resourcefulness, initiative and maturity of judgment;
- Excellent computer skills in word, excel and other computer programs;
- Positive attitude, detail, and customer oriented with good multitasking and organizational ability;
- Inclusion and respect for diversity, integrity, transparency, and professionalism;
- Ability to establish priorities and to plan, coordinate and monitor own work plan;
- High level of flexibility, adaptive capacity and being able to initiate innovations;
- Excellent oral and written communication skills in English and Kinyarwanda;
- Women are highly encouraged to apply.

### **4. APPLICATION PROCEDURE**

Interested and qualified candidates should submit their applications online to the link: <https://forms.gle/o1tKhqB9cngB39p87> and attach all required documents.





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Documents required are:

1. An application letter addressed to UR/SPIU Coordinator. The letter should briefly indicate your motivation and how you meet all the requirements described in the position for which you have applied (max 2 pages);
2. A detailed Curriculum Vitae (max 4 pages);
3. A copy of academic degree(s), and certificates of any relevant professional training;
4. A copy of proof of previous experience
5. A copy of National Identity Card and/or passport;

The deadline for submission of the application is set on 31<sup>st</sup> July 2025. Only shortlisted candidates will be invited to sit for the written test or interview.

Done at Kigali on 22/07/2025

  
**Dr. Michael Mugisha, MPH, PhD**  
**Coordinator**  
**Single Project Implementation Unit (SPIU)**  
**University of Rwanda.**

