



OFFICE OF THE COORDINATOR

JOB ADVERTISEMENT

BACKGROUND

The University of Rwanda in partnership with Swedish International Development Agency is implementing under the funding from the European Union is implementing an EU-MAV+ Project. This project aims to advance high-quality research and academic excellence in the fields of pharmaceutical and vaccine manufacturing. As part of its expanding portfolio of activities, the project is seeking to recruit a highly motivated and well-organized Program support officer, Finance Management specialist and an Accountant.

These positions will support the project's finance, logistics, coordination, and communication functions. Their contributions will be critical in ensuring effective implementation and fostering collaboration across all aspects of the project. It is in this context that the University of Rwanda wishes to recruit competent staff to fill the following positions at UR SPIU.

Position 1: Program Support officer

Main Duties and Responsibilities

1. Project Coordination and Office Support

- Oversee daily office coordination of EU-MAV+ project activities, serving as the primary contact for logistical, administrative, and coordination support.
- Maintain proper filing, data entry, and general office organization aligned with UR-SPIU protocols and donor requirements.
- Support the onboarding process of project-affiliated trainees, fellows, and interns, including orientation and logistical setup.
- Provide administrative support for technical working groups, postgraduate fellows, and early-career researchers supported by the project.
- Perform any other administrative or programmatic duties as may be assigned by the Project Manager or SPIU Coordinator.

2. Event, Meeting, and Travel Logistics

- Handle logistics related to travel arrangements (booking flights, accommodations, ground transportation) for PhD students, visiting professors, and investigators.
- Prepare and organize meetings (virtual and physical), including scheduling, sending invitations, drafting agendas, and distributing relevant documentation.

- Take minutes during meetings and ensure timely circulation of validated minutes and follow-up on action points.
- Support planning and execution of project-related activities, including workshops, seminars, training sessions, and stakeholder engagements.
- Collaborate with the Project Manager, Financial Management Officer, and Procurement Officer to ensure seamless logistics and financial accountability.

3. Communication and Reporting

- Draft official correspondence including letters, memos, and emails for internal and external communication.
- Maintain communication with local and international partners, ensuring timely responses and updates.
- Facilitate timely submission of activity reports, travel justifications, and documentation required for reporting and auditing.
- Compile and submit campus-based or thematic reports on project outcomes, achievements, and implementation challenges.

Qualifications and Experience:

- Must have a master's degree in administration, Communication, Management, Health sciences, finance and accounting with at least 5 years of work experience. Bachelor's degree in the above field with 3 years of work experience will also be considered, having 3 year's experience in any health related field will be an added value
- Must be fluent in both English and Kinyarwanda (spoken and written). A good working knowledge in French is an added value.
- Good organizational, interpersonal, and communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Professional attitude and strong attention to detail.

Position 2: Finance Management Specialist

The Finance Management Specialist will provide financial leadership and oversight for the EU-MAV+ Project while also supporting the University of Rwanda Single Project Implementation Unit (UR SPIU) Finance Office in ensuring compliant, timely, and accurate financial management and reporting. The specialist will serve as a critical link between the project team and the UR SPIU financial system, contributing to efficient and transparent use of project resources.

Main Duties and Responsibilities

(a) Preparation of Work Plans and Budgets

- Support PIs, Project Managers, and Directors in developing project budgets and financial plans.

- Contribute to preparation of annual work plans and budgets for programs.

(b) Timely Financial Reporting

- Maintain accurate accounting and bookkeeping systems in line with donor and GoR requirements.
- Coordinate with UR SPIU finance teams to ensure timely monthly, quarterly, and annual financial reporting.
- Record transactions in EBMIS and reconcile shared SPIU accounts (USD, RWF, Euro).
- Monitor GL accounts, correct errors, and ensure appropriate allocation of expenditures.
- Track budget execution and inform management on budget-performance alignment.

(c) Timely Verification of Payments

- Ensure all expenditures are eligible, supported, and approved before processing.
- Process and verify staff and supplier payments and maintain sequential records.
- Assist in preparing withdrawal applications aligned with donor/Government of Rwanda requirements.
- Manage operations of special and counterpart accounts effectively.

(d) Tax Filing and Statutory Compliance

- Prepare and file PAYE, VAT, and other tax obligations with RRA in coordination with HR.
- Ensure RSSB contributions are timely paid and taxes for service providers are declared.
- Prevent penalties by ensuring timely and compliant tax payments.

(e) Documentation and Records Management

- Maintain proper books of accounts and establish an organized, secure filing system.
- Track and digitize inventory of assets and stock.
- Implement measures to protect financial records from unauthorized access or loss.

(f) Financial Decision-Making Support

- Assist project teams in administrative and financial planning activities.
- Promote cost-effectiveness and advise on value-for-money decisions.
- Recommend improvements in financial systems and procedures.
- Provide strategic financial guidance to SPIU management.

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(g) Internal and External Audit Follow-Up

- Facilitate audits and ensure audit recommendations are implemented.
- Coordinate timely submission of audit reports to development partners.
- Collaborate with internal and external auditors and support documentation readiness.
- Promote accountability and strive for unqualified audit opinions across all projects.

(h) Other Responsibilities

- Uphold the project's image and foster strong partner and stakeholder relations.
- Support asset management strategies and ensure compliance.
- Prepare reports, briefs, and documentation for meetings, conferences, and project events.
- Draft summaries and follow-ups for key engagements on behalf of the project team.

Qualifications and Experience:

- Master's degree in accounting or finance with 3 years of experience in Financial Management Practices or bachelor's degree in accounting or finance with at least 5 years of work experience;
- A qualification course such as ACCA, CPA is a must.
- Experience in accounting for the donor-funded projects is a must;
- Having experience in Government accounting including the use of the Government's Integrated Financial Management System (IFMIS) will be an advantage.
- Experience in use of Integrated Education Business Management information System (EBMIS) is an added advantage
- Excellent leadership and managerial skills, great teamwork, strong analytical skills, strong planning and budgeting skills, strong attention to detail skills and problem solving skills;
- Strong computer skills, especially in Microsoft Excel, PowerPoint, Access and accounting packages;
- Excellent oral and written communication in English;
- Able to work independently with minimal supervision

Position 3: Accountant

As a member of the Program Implementation Team's Office, the Program Accountant will assist the Program PI and Director and other Program Implementation Team members in the daily running of the office operations through executing administrative activities that help to deliver to the program goal.

Main Duties and Responsibilities

- Provide all necessary accounting data and information to the UR SPIU Finance

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Program Manager, project team for them to be able to follow up on budget and planning.

- Check and control to ensure quality and completeness of justification and supporting accounting documents of all expenses following GOR and EU financial guidelines.
- Ensure all necessary program financial reports are timely prepared for Finance Program Manager's review and approval before being submitted to the funder or any other stakeholders.
- In collaboration with the program implementation team, the program accountant will actively participate in budgeting and planning activities of the program.
- Ensure the program bank account reconciliation in timely manner
- Ensure all payments' applicable taxes are accurately deducted, timely paid and declared to the Rwanda Revenue Authority
- Ensure all accounting transactions are timely and accurately recorded in the University's IEBMIS
- Receive different payment requests and ensure they are timely processed and paid through BNR payment system.
- Process payment through local mode (indirect payments).
- Ensure approval of international payments and their submission to BNR
- Strengthen and maintain network with supervisors and UR-SPIU finance team.
- Put in place a proper filing system for program accounting documents and those of finance unit.
- Responsible for transparent and consistent filing of all accounting, banking and cash management documents.
- Prepare Bank register and keep program bank accounts' cheques and payment orders
- Verify staff payroll for bank transfers at the end of each month.
- Ensures all invoices from external parties (contractors, suppliers etc) are paid in due time, by bank transfer, cheque or cash and arrange those documents by date: Preparing bank transfer and cheque documents; and manages pipeline payment to external parties.
- Act as an inputter at first level in BNR online system.
- Record all bank transactions, maintain bank accounts, ensure monthly bank statements and account overviews.
- Work closely with internal and external audits to carry out annual project audits.

- Facilitate Internal and External Audit exercises and assist them in their respective functions
- Perform any other related tasks as may be assigned by the Supervisor.

Required Qualification and Skills:

- a) Bachelor's degree in accounting; Finance, Business Administration (specialized in Finance or Accounting)
- b) Minimum post qualification working experience of 3 years in the accounting or finance field with similar post is a must
- c) Having at least the intermediate level of accounting professional qualification such as CPA, ACCA, CIMA is a must
- d) Experience in working with international development partners such as MasterCard Foundation, World Bank, IMF, UN Agencies and others, is an added advantage.
- e) Excellent oral and written communication in English; ability to write clear and concise reports and ability to make effective presentation.
- f) Having a great teamwork spirit, strong analytical skills, strong planning and budgeting skills, and problem-solving skills.
- g) Excellent interpersonal and communication skills
- h) Hands on experience with project Accounting and reporting skills,
- i) Strong computer skills, especially in Microsoft Excel, Microsoft Word and PowerPoint
- j) Having project management Certification such as PMP or Prince 2 is an added value.

APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link : <https://forms.gle/7RRAXgSG7cCyUJJS7> . The application file must contain the following documents:

1. Application letter addressed to UR-SPIU Coordinator indicating the position.
2. A detailed Curriculum Vitae
3. A copy of academic degree and academic transcripts (as one document)
4. A copy of proof of previous relevant experience if any (as one document).
5. A copy of National Identity and/or passport

The Deadline for submission of the application is set on 31st July 2025 at 5:00 PM. Only shortlisted candidates will be required to sit for the written test.

Done at Kigali on 15/07/2025



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Coordinator

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University of Rwanda.