



**RWANDA
BIOMEDICAL
CENTER**

A Healthy People. A Wealthy Nation

**TERMS OF REFERENCE FOR POSITIONS IN RBC
REFERENCE TO THE JOB ADVERTISEMENT OF 13TH July 2013**

Position	Requirement for the position	Job Description
Director of Monitoring and Evaluation Unit	Masters degree in Public Health, Project Management or any other related field with relevant experience in Health management and project management	<ul style="list-style-type: none"> - Lead and coordinate the institutionalization of the M&E Unit; - Lead the development of Sector M&E tools standards, guidelines instruments; - Coordinate activities aimed at tracking sector performance/progress; - Lead, coordinate and implement activities that inform policy makers and other stakeholders; - Principal technical assistant to programs and projects in all M&E matters; - To coordinate all the activities of the M&E specialist in all the components of the RBC, - Review all the RBC M&E reports and make recommendations
Director of Business Development Unit	<ul style="list-style-type: none"> - Master degree in a quantitative field (e.g. Finance, Economics. Mathematics)and at least two years of work experience in a Business Development or Business Consulting role at a reputable organization - Alternatively, a bachelor degree in a quantitative fields will be considered for an individual with four years or more of work experience leading a team in business development or business consulting at a reputable organization 	<ul style="list-style-type: none"> - Leads profitability/costing analyses of RBC activities - In collaboration with RBC Divisions, drives formulation and implementation planning of business plans - Leads assessments of major business deals involving RBC - Performs industry scans to identify potential business opportunities for RBC - Develops networks to attract business deal opportunities for RBC - Perform all unit administrative activities including staff meetings attendance, monthly status reporting, budgeting, strategic planning,

		<p>expense processing, and other activities, as assigned in a timely fashion.</p> <ul style="list-style-type: none"> - Assist the unit in enhancing, formalizing and standardizing the institutions continuity planning process - Assume a leadership role in developing, coordinating and maintaining comprehensive institutional contingency plans.
Director of Procurement Unit	<ul style="list-style-type: none"> • Hold a Master in Public Procurement with at least 5 years of experience in public procurement institution/or Bachelor degree in any field with at least 8 years of experience in public procurement in the public institution; • Possess experience in procurement operations for not less than 5 years preferably in the health sector , international cooperation or project Management; • Have a working experience with development partners, projects and programs; • Have strong verbal and written communication skills in English ; • Computer literate with proficient knowledge of MS Word, Excel, Power Point, and research engines; • Be of proven moral integrity, high value of honesty and conscious on deadlines • Not in position of conflict of interest as required by the procurement law. 	<ol style="list-style-type: none"> 1. Produce a general and specific procurement plan for RBC to publish and ensure they are updated on quarterly basis in accordance with an acceptable format; 2. Monitor the progress of annual procurement plan and submit monthly report to the RPPA and weekly reports to RBC and Ministry of health; 3. Update or adapt the standard bidding documents for goods, works and consulting services according to RBC needs by running framework agreement where needed ; 4. Organize efficiently procurement operations within the unit from preparation of tenders document to final acceptance of goods, works and consulting services according to the procurement legal framework of Rwanda ; 5. Look for expertise for evaluation of tenders; 6. Organize adhoc committees for acceptance of goods, works and consulting services in collaboration with end users. 7. Work closely with Supply Chain, Warehouse, Quality assurance and control, and Distribution to master the progress of products and recommend actions to be taken for contract in pipelines ;

		<ol style="list-style-type: none"> 8. Establish key performance indicators according to procurement timelines for each tender up to the implementation ; 9. Ensure the respect of timeline committed in the memorandum of understanding with partners; 10. Monitoring the performance of contracts and Purchase orders related on weekly basis tender in collaboration with the Contract Manager/ Legal advisor ; 11. Put a mechanism of measuring the value for money and other procurement principals ; 12. Represent RBC in all procurement forums such as CPDS and attend meetings on stock status, financial meetings etc. 13. Ensure paper based and electronic procurement record in safe system for a period of 10 years ; 14. Interact with the pharmacist in charge of regularly updates of price reporting mechanism/price quality report of all products purchased by MPPD and whose price is likely followed by multilateral and bilateral donors.
Director of ICT Unit	Master's degree in Computer sciences, telecommunication with 3 years of experience or A0 with 5 years of experience	<p>-</p> <ul style="list-style-type: none"> - Program, coordinate and supervise activities of the IT Unit; - Ensure that websites are updated and current, specifically: Format, add, and upload content on a regular basis. - Provide training in the use of web content management systems, so that intranet and intranet web sites and e-Learning platforms can be managed increasingly by staff within individual RBC departments.

		<ul style="list-style-type: none"> - Continue to develop and streamline mechanisms for submission of content for the websites. - Ensure promotion of the website to ensure it is used by the relevant target audiences, specifically: - Ensure the regular maintenance of the IT equipment - Promotion of new technology use in the sector to improve efficiency and effectiveness - Ensure the harmonization in the IT equipment in the sector. - Request links back to the websites on other websites, both local and international, and will pursue other ways to increase traffic on the site. - Prepare mailing lists for communication to stakeholders. - Distribute e-newsletters to highlight updates and changes to the websites. - Serve as an ICT help officer in the RBC - Manage the RBC Server and ensure its back up system - Ensure appropriate administration of the website, specifically: - Ensure the functionality of all linkages upon creation. Monthly checks will be done on links to ascertain that they are still functional, especially those linked to external sites. - Create and manage accounts to access the e-learning and intranet sites. - Participation in the elaboration of ICT tender documents to ensure harmony and conformity in the ICT equipment outsourced in the sector - Ensure a virus free environment in the RBC ICT system and network
Director of Clinical Prevention Unit	A0 in Medicine with at least 3 years experience in management of Bio-Medical prevention especially VCT/PMTCT programs.	<ul style="list-style-type: none"> - Participate to develop national strategic plan for the integration of PMTCT/VCT and other Bio-Medical prevention strategies. - Assures the implementation of national PMTCT/VCT and other Bio-Medical prevention projects as well as those of partners in the same

		<p>filed.</p> <ul style="list-style-type: none"> - Develops guidelines and tools related to the prevention of HIV a - Reviews and approves (jointly with other national agencies) the applied PMTCT/VCT -related research conducted in Rwanda. - Leads quarterly PMTCT /VCT Steering Committee meetings and Technical working groups - Ensure capacity building of health care providers in the prevention of HIV - Coordinate mass sensitization campaigns and efforts towards reducing new HIV infections - Participate actively in HIV response efforts in Rwanda
Director of STIs Unit	A0 in Medicine with at least 3 years of experience in the treatment of Sexually Transmitted Infections (STIs)	<ul style="list-style-type: none"> - Coordinatate STU Unit activities through development of action plans review national guidelines and policy documents pertaining to STIs - Initiate and oversee research in the area of STIs. - Collaborate in the creation of monitoring and evaluation tools for the area of STI treatment and care. - Collaborate with clinicians in the preparation of guidelines pertaining to treatment of STI. - Participate in the creation of national standards for care and treatment of STI. - Develops national curriculum. - Reviews informal curriculum to assure that it meets national standards. - Collaborates on a regular basis with the other personnel of the Division in charge of HIV management to ensure most current information is included in the creation of national tools and standards. - Implement and follow-up STI care related activities at different levels. - Design trainers' materials in matters treatment and prevention of STI. - Reviews informal curriculum to assure that it

		<p>meets national standards.</p> <ul style="list-style-type: none"> - Oversee the training of trainers; - Devise and develop strategic training plans of action in the area of STI.
<p>Director of Behaviors Change Communication Unit</p>	<ul style="list-style-type: none"> • Be a Rwandan by nationality • Possess a Bachelors Degree in Journalism, Communication, or Public health with specialization in Health Promotion, • 5 years of proven record of working in the area of Behavior Change Perfect knowledge of English and Kinyarwanda. • Communication or health promotion • Experience of working on health and social issues would an asset. 	<ul style="list-style-type: none"> • Lead the behavior and social change communication programming in Rwanda • Lead the development and implementation of comprehensive evidence and results-based strategic behavior and social change communication interventions and plans that facilitate social transformation and behavior change. • She/he will analyze health-related research reports and identify gaps that can be filled with behavior and social change communication initiatives. • Establish and create a forum where organizations will be required to present their BCC programmes and products for technical input. • Provide technical guidance and facilitate the development of appropriate evidence-based communication strategies, plans and initiatives and facilitate regular review of all BCC policies, strategic plans and initiatives • Provide recommendations on strategic approaches, channels, messages and all health communication products to all BCC implementing agencies to conform to recent theories, developments and national needs. • Lead the monitoring, documentation and evaluation of communication, advocacy and social mobilization strategies and activities • Provide guidance and capacity building to

		various institutions in health BCC in the country
Director Blood Born Infections Unit	A0 in Medicine with at least 3 years of experience in the prevention and care & treatment of Blood borne infections (HIV,HepatitisB,Hepatitis C, etc)	<ul style="list-style-type: none"> - Coordinatate Blood Borne infections Unit to develop, review national guidelines and policy documents pertaining to blood borne infections - Initiate and oversee research in the area of HIV, Hepatitis B, and Hepatitis C. - Collaborate in the creation of monitoring and evaluation tools for the area of Blood Borne infections prevention and management especially human viral hepatitis - Participate in the creation of national standards for care and treatment of HIV, Hepatitis B, and Hepatitis C. - Reviews informal curriculum to assure that it meets national standards. - Collaborates on a regular basis with the other personnel of the Care and Treatment Desk as well as the HIV/AIDS and STIs Unit to ensure most current information related to blood-borne infections is included in the creation of national tools and standards. - Design trainers' materials in matters treatment and prevention of blood-borne infections. - Oversee the training of trainers Devise and develop strategic training plans of action in the area of blood-borne infections.
Director of Injuries and Disability Unit	<ul style="list-style-type: none"> - A0 General medicine with a Master's degree in Public Health or another master will be considered if have relevance to injury prevention or rehabilitation with experience of at least 3 years in clinics - Strong analytical and in interpersonal skills - Computer knowledge - Excellent knowledge of English and Good knowledge in French or reverse 	<ol style="list-style-type: none"> 1. Participate in setting high level policies and strategies, protocols, guidelines and standards for diagnosis, prevention, treatment and rehabilitation for Injuries and Disabilities 2. In collaboration with the Expert on Non Communicable Diseases (NCDs) in MOH, conduct regular surveys on prevalence and risk factors of Injuries and Disabilities 3. Build capacity at all levels for a proper management of Injuries and Disabilities 4. Ensure the availability of services in integrated manner for diagnosis, prevention, treatment and rehabilitation for Injuries and Disabilities

		<p>5. Manage and develop unit staff</p> <p>6. To perform any other task assigned by his/her superiors</p> <p>-</p>
Director of Outbreak Preparedness and Response	<ul style="list-style-type: none"> • Rwandan Nationality • Medical Doctor with at least 3 years of experience working at central or district level • Have good knowledge of the National Health System in Rwanda • Practical skills in outbreak investigation and response • Practical skills in project management • Have computer skills in MS Word, Excel, and Power point Epi-Info, SPSS and STATA; • Hold a certificate of Outbreak Detection, Investigation and Response of Rwanda Field Epidemiology and Laboratory Training Program (FELTP) is an advantage • Excellent analytical, interpersonal, leadership, communication, technical writing and organizational skills • Fluency in English and/or French is required (speaking and reading). <p>-</p>	<ol style="list-style-type: none"> 1. Mobilizing resources for the unit 2. Preparing annual work plans and ensuring adequate implementation 3. Generating end of year reports on achievements and challenges 4. Elaborate and update technical documents 5. Provide assistance in terms of: <ol style="list-style-type: none"> a) Outbreak management at central and peripheral levels b) Emergency preparedness and response c) Providing field reports to his/her supervisor(s) and give a feedback to local authorities of the areas where the outbreak was detected 6. Planning for a strategic stock of medical supplies 7. Organize training of trainers in FELTP 8. Convening meetings with all stakeholders to improve collaboration and coordination 9. Ensuring regular meetings with rapid response teams at District Level 10. Conducting research based on available data 11. Overseeing research publication 12. Collaborating with other institutions (SPH,

		<p>EPI and CAMERWA) to improve collaboration</p> <p>13. Participating in National, Regional and International meetings, conferences and</p> <p>14. forums on management of outbreaks</p>
Clinical Pathology	<ul style="list-style-type: none"> ➤ Be a Medical doctor with at least a master in medical laboratory field or in related field. ➤ Have at least one year of experience in medical laboratory field or in the related field. ➤ Present an official letter of endorsement from the previous direct supervisor, confirming the applicant's ability to undertake the proposed activity, and certifying that the applicant will be granted leave of absence. ➤ A summary curriculum vitae including educational and employment history, and professional achievements. <p>Ect</p>	<ol style="list-style-type: none"> 1. Plan and supervise the execution of all practical activities of the unit as well as laboratory tests on samples sent from other health institutions around the country after validation. 2. Prepare the weekly duty roster for the staff according to the priorities of the service. 3. Prepare and conduct regularly the unit meeting and plan for correctives action for any non conformities found in the service or in Laboratory network. 4. Organize the refresher training for the staff , assess and evaluate them quarterly based on the approved Action plan ; and plan the academic training to improve their skills. 5. Validate all results before sending them and do the report and the follow-up for the critical results. 6. Prepare protocols and standard operating procedures (SOPs) for the unit and Participate in development of laboratory quality documents for the NRL Division.

		<p>7. Supervise and Evaluate the refresher training; courses and continuous education in laboratory management and good clinical laboratory practice organized within the unit ;for laboratory technologists in the country.</p> <p>8. Participate in fundamental research activities and assist the Head of Division in coordination with other international research institutions and organize and coordinates operational research activities related to the unit activities, under the supervision of the Head of Division.</p> <p>9. Coordinate and supervise the PT and other activities related to the accreditation process; the quantification, distribution, planning, management and control of all reagent and equipment related to the unit for the national Laboratory Network.</p> <p>10. Participate in planned meetings and organize the meetings and/or workshops with partners to improve relationship and cooperation for strengthening the laboratory system.</p> <p>11. Assume all other activities as requested by the hierarchy.</p> <p>12. Prepare periodical and annual reports and submit them to the Head of Division.</p>
Entomology Unit	<ul style="list-style-type: none"> • Be a biomedical laboratory technologist with 	<ol style="list-style-type: none"> 1. Plans, validates and supervises with staff in

	<p>at least a bachelor of science in biomedical laboratory technology or in related field;</p> <ul style="list-style-type: none"> • Have at least 5 years of experience in medical laboratory field or in the related field; • Present an official letter of endorsement from the previous direct supervisor, confirming the applicant's ability to undertake the proposed activity, and certifying that the applicant will be granted leave of absence; • A summary curriculum vitae including educational and employment history, and professional achievements; 	<p>the unit on the execution of laboratory operations according to the strategic and action plans as well as respond appropriately to laboratory entomological services requested from other divisions or health institutions;</p> <ol style="list-style-type: none"> 2. Prepare/ review protocols and standard operating procedures (SOPs) for the entomology unit; carry out training within the national Laboratory Network; 3. Participate, supervise and carry out refresher training courses for laboratory technologists in the country in the Identification of Vectors and Vector borne diseases of public health importance such as yellow fever, trypanosomiasis, epidemic typhus fever and malaria; 4. Coordinate laboratory investigations and participate in the supervision of prevention and control measures of infected vectors in human population/ communities; 5. Carry out operational and fundamental research activities and assists the Head of Division (HoD) in coordination with other international research institutions on research; 6. Support the coordination of Laboratory
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		<p>activities in the national surveillance and response of vector borne diseases of public health importance such as yellow fever, trypanosomiasis, epidemic typhus fever and malaria;</p> <ol style="list-style-type: none"> 7. Participate in continuous education in laboratory management and good clinical laboratory practice; 8. Organize and coordinate operational research activities under the supervision of the HoD; 9. Participate and coordinate quality assurance and control within other international research institutions on relevant vector borne diseases; 10. Prepares periodical and annual reports and submits them to the HoD; 11. Assume all other activities as requested by the hierarchy
<p>Director of other respiratory diseases Unit</p>	<ul style="list-style-type: none"> - Medical Doctor with Masters in public health / Epidemiology. - Masters in public health with background in Nursing - Experience: Minimum three years in the above domains 	<p>Under the responsibility of the Head of Tuberculosis and other respiratory communicable diseases Division, he is responsible for ensuring the implementation, monitoring and evaluation of activities related to the Other Respiratory communicable Diseases; He provides technical advices related to</p>

		<p>management of Other Respiratory Diseases</p> <p>Participate in the coordination and integration of activities against Other Respiratory communicable Diseases in the entire health system in the country, in terms of the design, the planning, organization, monitoring and evaluation.</p> <p>Develop a draft budget and action plans in line with objectives of the Projects supporting other respiratory communicable diseases;</p> <p>Strengthen collaboration among partners involved in ORD</p> <p>Make quarterly and annual reports on activities of Other Respiratory communicable Diseases in the fight against other respiratory diseases; Coordinate trainings of health care providers on ORD activities;</p> <p>Elaboration of guidelines, tools and other relevant documents related to Other Respiratory communicable Diseases.</p> <p>Be a Focal point for operational research and clinical trials or other research designs studies done in Other Respiratory Diseases Unit.</p>
<p>Director of Warehouse and Distribution under MPPD</p>	<ul style="list-style-type: none"> • Be of Rwandan nationality; • Master in Pharmacy with 3 years' experience in Supply Chain, pharmaceutical and health commodities warehousing or A0 in Pharmaceutical and health commodities warehousing in a central supply organization with 8 years in stock management. • Senior management experience in a 	<ol style="list-style-type: none"> 1. Planning, organizing and controlling all warehouse operations 2. Plan all warehouse activities, set up layout and space management 3. Manage stock physical and virtual stock from acceptance to ready for distribution 4. Take care of reception, loading, storage conditions, transferring, data entry into the

	<p>pharmaceutical or public health supplies management environment.</p> <ul style="list-style-type: none"> • Experience in working with development partners and other government institutions, preferably in Health Sector • Knowledge of pharmaceutical warehousing operations: good receiving, replenishment, picking, inventory management, dispatching and transport, security. • Knowledge of good storage and distribution practices of pharmaceuticals and other health related products and warehouse materials handling equipments • Knowledge of warehouse material handling equipments and warehouse security system • Knowledge in development and training in Standard Operation Procedures preferably in warehousing operations • Team spirit - 	<p>system activities</p> <ol style="list-style-type: none"> 5. Ensure that workplace's health and safety requirements are met and take responsibility for the security of the stock 6. Implement cost reduction principle in all aspect of warehouse transactions and activities 7. Establish policy in order to reduce expired drugs 8. Monitor the performance of the receiving, the replenishment, the picking, the physical inventory activity 9. Ensure/monitor the respect/compliance of the good storage practices of pharmaceuticals and other health related products. 10. Develop and update standard operation procedures of the Warehouse operations. 11. Overseeing stock control 12. Monitor the use of the computerized system 13. Plan for the warehouse development 14. Produce regular statistics on warehouse operations and performance. 15. Define and put a process of physical inventory 16. To report on the status of stock and risk of expiry 17. To put a mechanism of reconciliation of virtual and physical stock 18. The value of expired products for this current year.
Director of Immunization System and Safety Unit	<ol style="list-style-type: none"> 1. Holder of at least a Bachelor's degree in Public Health 2. To have at least 7 years experience in vaccine procurement and management 	<ol style="list-style-type: none"> 1. To provide Technical advice on Vaccine Preventable Diseases Division vaccines and vaccine materials management. 2. Forecasting of vaccines, injection materials

	<p>3. To have skills in Vaccine Stock Management Tool.</p>	<p>according to the country need (annual needs) and timely follow up Cost Estimate of vaccine at Unicef country office and Central Supply division Unicef Copenhagen, to avoid stock out and over stocking which may cause damages.</p> <ol style="list-style-type: none"> 3. To determine annual financial need for Vaccine (Partners GAVI, Government and Government co-financing). 4. To follow up the storage of vaccine at central level including reception of vaccine and vaccine materials from airport and to give and to reporting the Vaccine arrival report(VAR) in VPDD, Unicef country office and Unicef Copenhagen in time. 5. To use the Stock Management Tool (SMT) for vaccine and vaccine materials management, distribution and to share the monthly report of SMT to internal and external partners. 6. To organise effective vaccine management (EVM) and vaccination safety in the country. 7. To monitor and evaluate the vaccination wastage in the country, drop out and immunization coverage rate. 8. To coordinate and control the cold chain system at central level and to monitor temperature of cold rooms on daily bases(remote temperature and monitoring system). 9. To coordinate EPI diseases surveillance activities 10. To prepare the tools on vaccine, safety injection materials for central level, districts and healthy facilities. 11. To prepare and implement supplementary immunization (campaign) countrywide. 12. To accomplish any other activity given by your immediate leader. (Program manager).
<p>Advisor to the DG of RBC</p>	<ol style="list-style-type: none"> 1. Master or Bachelor's degree in Public Health or management 2. Prior line management experience (1 year or 	<p>A. <u>Main responsibilities</u></p> <ol style="list-style-type: none"> 1. Ensures RBC DG's schedule is aligned with RBC priorities

	<p>more)or prior experience managing and being accountable for sizeable projects involving multiple stakeholders (3 years or more)</p> <ol style="list-style-type: none"> 3. Prior experience or education in the health sector (2 years or more) 4. Excellent spoken and written English and Kinyarwanda, French is a plus 	<ol style="list-style-type: none"> 2. Prepares meeting agendas, collects and consolidates input presentation materials, and on occasion, prepares content to be presented by the DG 3. Ensures that direction communicated by the DG is duly and properly acted on at the divisional level, follows-up where needed 4. Responds to internal and external queries that do not directly require DG attention 5. Manages special projects for the DG as required 6. Provides thought-partnership to the DG <p>B. Core competencies</p> <ol style="list-style-type: none"> 1. Good communication skills: e.g. ability to create clear power point documents and present them and engage a diverse audience 2. Mature leadership skills: e.g. ability to represent the DG requirements in interactions with Heads of Division 3. Excellent time management skills: e.g. ability to deal with complex, often conflicting calendaring issues 4. Strong planning skills: e.g. ability to set develop workplans and timelines for self and others 5. Understanding of key issues in the health sector in Rwanda
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Interested candidates are requested to submit their application letters in a sealed envelope with PSC job application form available at their website, detailed curriculum vitae with three names of referees, a Copy of degree certificate and other academic qualifications, a Copy of the National ID, Copies of work certificates for previous working experience, a contact telephone number and e-mail.

The application letter shall be addressed **To the Director General of RBC** at RBC Headquarter Umoja House next RSSB headquarters not later than Monday the 22nd July 2013 at 5.00 pm.

Done at Kigali, 11th July 2013

**Dr. Marc Herant
Director General**