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|  | Réseau Rwandais des Personnes Vivant avec le VIH/SIDA | Urugaga Nyarwanda rw'Ababana na Virusi itera SIDA | Rwanda Network of People Living with HIV/AIDS |
| B. P. 6559 KIGALI | Tel:+2500789287395 | E-mail : rrp.rwanda@gmail.com | |

JOB VACANCY ANNOUNCEMENT **INTERNAL RECRUTEMENT**

RRP+ is a Rwandan Network of people infected and affected by HIV. Its overall goal is to contribute to national HIV response by improving quality of life of people infected and affected by HIV, through improved HIV prevention, treatment and care, and mitigation of socio-economic impact of HIV on the life of PLHIV. RRP+ advocates especially for the rights and well-being of key and priority population.

RRP+ is seeking internally highly motivated 5 candidates to fill current vacant posts:

Employer: Rwanda Network of People Living with HIV (RRP+)

Duty Station: Provincial Field Officer


Contract duration: One year renewable

Source of funds: RBC/SPIU


1. Job title: Regional Field Officers (5 Posts).


Under the supervision of the Program Officer of RRP+, the Regional Field Officer will be responsible of the following main duties at provincial level:

- Organize and conduct regional coordination meetings with stakeholders to share the achievements of the community support program;
- Conduct quarterly supervisions of Peer Educators activities in collaboration with PLHIV Associations, Health Centers representatives and Local authorities;
- Elaborate a database of stakeholders in HIV-TB response at community level
- Collect quantitative report of volunteers achievement for compilation and analysis
- Update the database of volunteer in community support program;
- Organize and conduct quarterly management committee meetings for evaluation of the community support program in collaboration with Peer Educators, Health Centers representatives and local authorities;
- Document the best practices for the community support program;
- Develop tools for collecting and reporting data from PE, associations and cooperatives and Health facilities;

 [Rrpplus RWANDA](https://www.facebook.com/RrpplusRWANDA)



 www.rrpplus.org.rw

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- Provide timely reports of activities including narrative and financial
- Participate in all planning related activities;
- Support the associations and cooperatives members on the development of IGA projects
- Liaise RRP+ organizations members at district level with different partners;
- Perform any other task assigned by the supervisor.

Skills and required qualifications:


- Being a Rwandan by nationality
- Hold at least a bachelor's Degree (A0) in Public Health, Social Work, Sociology, Development studies, Good governance, Nursing, Clinical Psychology or other related field;
- Possess a professional experience of three years with PLHIV Local NGOS
- Possess an experience in Program Management or Public Health interventions especially HIV/AIDS and HIV co-infections
- Have a working experience with Civil Society, Government, Development Partners and Health Facilities
- Have a good knowledge of Rwanda Health Policy, Health Sector Strategic Plan and National Strategic Plan for HIV and TB;
- Have strong oral and written communication skills in Kinyarwanda, English and French;
- Computer literate with proficient knowledge of MS Word, Excel, Power Point;
- Holding a driving license CAT A is an added value
- Be of proven moral integrity;
- Be Available immediately.

Selection of candidates:

Interested candidates are requested to submit their application letter in a sealed envelope with the following :

1. Motivation letter;
2. Detailed curriculum vitae with three names of referees;
Copy of degree, certificates and other academic qualifications;
3. Copy of the National ID;
Copies of work certificates for previous working experience;
4. A contact telephone number and e-mail.

The application letter shall be addressed **To the Executive Secretary of RRP+** at the following address:
Remera KG 599, Plot 33 NOBISCOM HOUSE. Not later than Friday 25/06/2021 at 03:00 pm

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For more information please contact us on rrp.rwanda@gmail.com

Note: The Candidates must mention on the envelope clearly the post they are applying for. Shortlisted candidates will be contacted for written test and interview. Successful candidate shall provide the following documents before effective appointment: a certified copy of original degree, two photos passport, a criminal record.

Done at Kigali, 17/06/2021



SEMAFARA Sage

Executive Secretary of RRP+

