



## **BACKGROUND**

Since June 26<sup>th</sup> 2023, ADEPR Church has established a Mutual Insurance Foundation named "Ubuzima Bwiza Mutual Insurance Foundation" which provides medical care for the entire Staff of ADEPR Church, those of its institutions and their respective eligible family members. The establishment of the Foundation followed the law governing the Foundations in Rwanda (*Law n°059/2021 OF 14/10/2021 in the Official Gazette n°41 Bis of 01/11/2021*).

**Ubuzima Bwiza Mutual Insurance Foundation** is granted legal personality N°:25/RGB/FDN/LP/06/2023 as registered under Rwanda Governance Board (RGB) to operate its activities in Rwanda since 29<sup>th</sup> June 2023. To be operational in Rwanda, the license from the regulator BNR (National Bank of Rwanda) has been acquired on 30<sup>th</sup> October 2023 under the BNR Insurance License N°: I 01/2023. The Insurance is now having 21,066 beneficiaries across the country in 30 districts of Rwanda where ADEPR church and its institutions operating its activities. The Foundation contracted with different Health and medical service providers in Rwanda (Health Centers, Public and Privates Hospitals, Clinics, Polyclinics and Pharmacies) to provide medical services to its beneficiaries.

**Vision:** To create a better everyday life for our members and their dependents.

**Mission:** Ubuzima Bwiza Mutual Insurance Foundation is determined to provide high quality health insurance services for a better life of its beneficiaries.

## **Key Objectives of the Foundation:**

- To guarantee health insurance services rendered to the beneficiaries.
- To reduce unaffordable health insurance costs through calculable and regularly paid premiums.
- To collect and manage contributions as provided by laws.
- To mobilize, receive and manage related grants.
- To improve and monitor insurance services provided by the foundation.

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- To register beneficiaries of the foundation.
- To engage in investments upon the authorization of the foundation council and the founder.
- To have agreement with public and private health service providers.
- To establish relations and collaborate with other institutions with similar missions.

**Head Office of the Foundation:** The Head office of the Foundation is located in Gasabo District, Kigali City, Gisozi Sector, in the premises of Dove Hotel Ltd.

Ubuzima Bwiza Mutual Insurance Foundation needs to recruit experienced and qualified staff on the following position:

<b>POSITIONS</b>	<b>Number of Positions</b>	<b>PLACE OF WORKING</b>	<b>SUMMARY OF KEY RESPONSIBILITIES</b>	<b>REQUIREMENT</b>
<b>Health and Wellness Officer</b>	<b>(1)</b>	<b>Head office</b>	<ul style="list-style-type: none"> <li>• Reporting to the Operations Manager.</li> <li>• Promote and maintain the health and well-being of staff and beneficiaries.</li> <li>• Educate UBF beneficiaries and staff on how to live healthier lifestyles and prevent diseases.</li> <li>• Provide to the Beneficiaries of the Foundation Health and Nutritional educational sessions, training, and awareness events about promotion of good behaviors, such as lifestyle changes that can improve their health and Nutrition behaviors.</li> <li>• Counsel patients and families on coping with illness, stress management, and end-of-life planning.</li> <li>• Develop and Produce Health and Nutritional educational materials (Leaflets, posters, stickers, banners, etc....) for awareness and prevention of diseases.</li> <li>• Promote Sports and Wellness activities to promote healthy work-life balance within members of the Insurance Foundation</li> <li>• Once deemed necessary, serve as a patient advocate, providing emotional support and coordinating resources.</li> </ul>	<p><b>Skills and Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in nursing or related field with 2+ years of experience as a RN, with a focus on wellness and preventative care.</li> <li>• Registered Nurse (RN) with current license.</li> <li>• Clinical Psychologist with 4+ years of experience in hospital</li> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to work independently and as part of a team.</li> <li>• Flexible schedule and willingness to travel.</li> <li>• Having nutritional and sport experiences will be an added value.</li> <li>• Preferred Skills</li> <li>• Having master's degree in public health with Nutritional education</li> </ul>

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		<ul style="list-style-type: none"> <li>• Promote wellness through health fairs, educational programs, and community outreach.</li> <li>• Develop and lead the implementation of policies and procedures to ensure the wellbeing of beneficiaries of the Foundation and quality patient care on behalf of Ubuzima Bwiza Foundation.</li> <li>• Keep abreast of new developments in public health and healthcare.</li> <li>• Collecting data on beneficiaries' conditions and progress and communicating this information to his line manager.</li> <li>• Performing health assessments and health screenings such as physicals, checkups, or wellness visits with patients to identify problems and suggest appropriate treatment plans.</li> <li>• Provide required reports timely.</li> <li>• Carry out any other assignments as may be required by his supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in nursing or related field (Public health/Global health, Etc.).</li> <li>• Nurse with more than 5 years of experience in Nutritional Education or Relevant experience.</li> <li>• Experience working with elderly or disabled populations.</li> <li>• Certification in CPR/BLS, First Aid, and Advanced Cardiac Life Support (ACLS).</li> </ul>
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**HOW TO APPLY**

Interested Candidates who strictly meet the above criteria should apply for the position and send their application files (CV, Academic Certificates, Motivation Letter and Church Pastor Recommendation) no later than May 19<sup>th</sup> 2024 via email : [info@ubf.rw](mailto:info@ubf.rw)

Only shortlisted applicants will be contacted for written and Oral exams. For any question you may have, please call on **Tel: 0788321772**

**Done at Kigali,  
09<sup>th</sup> May 2024**

**André Rurangababo  
Executive Secretary**



**Ubuzima Bwiza Mutual Insurance Foundation**