



GAHINI DISTRICT HOSPITAL WITH SPECIALIZED SERVICE.

JOB ADVERTISEMENT

Gahini District Hospital with specialized service and owned by the Gahini Anglican Diocese in Rwanda, is delivering different packages of health services at second and tertiary level. With support of the project funded by BMZ (German Federal Ministry for Economic Development and Cooperation) and SDL (German Lions Foundation) through Christian Blind Mission (CBM), a well-established CBM partner since 1992 and is actually a Government recognized Hospital. Gahini Hospital is looking for a competent person to fill the following position:

Position: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

To report to: Director General.

Duration: 1-year renewable based on the employee's performance and funds availability.

1. Principal Roles and Responsibilities

- To work with hospital and CBM teams to ensure quality implementation and adherence to minimum M&E standards.
- To ensure timely, effective monitoring and evaluation of project quality, using donor monitoring tools and templates appropriately
- Develop the monitoring plan, appropriate monitoring tools and ensure their utilization fostering the projects targets and progress.
- Lead on supporting Gahini Hospital and CBM teams in developing a system for monitoring and evaluating in Inclusive Health Initiative (IHI).
- Provide high-quality technical advice to Gahini Hospital and partners' project teams in monitoring progress of the results/ objectives/outcomes and impact.
- To support the management in accountability through routine, accurate collection and reporting of information that confirms the status of project activities based on logframes.
- Ensure the activities' terms of references are reflecting the targets and activities reports are regularly done in professional ways.
- Facilitate and support the team and provide technical guidance in the quantitative & qualitative data collection, analysis and management and report back in an effective manner.
- To ensure accurate quality narrative and statistics reports are submitted in a timely manner and according to donor requirements and formats.
- To work closely with the Gahini Hospital programs team in ensuring that all reports meet donor requirements in format and content
- To utilize the Collaborative, Learning, and Adapting Approach to continually assess projects progress and inform Hospital management decision-making.





- To track the performance of the projects' activities and outputs against expected results and adjust implementation processes to ensure projects are progressing towards the intended outcomes as per project contract.
- Based on key field findings, draw strategic mechanisms for the MEAL improvement for the project and for the overall Gahini eye care programme.
- To analyze the impact of projects and promote learning by documentation of best practices.
- To carry out periodic monitoring and evaluation of the project including timely preparation and submission of all relevant reports to the CBM in the required formats.
- To track program progress, and projects' expenditure against approved budgets, anticipate any deviations, and recommend and take action on relevant and required adjustments in line with the contract and in agreement with CBM.
- Based on key field findings, draw strategic mechanisms for the MEAL improvement for the project and for the overall country strategy.
- To undertake proactive on-the-job training and staff development.
- Train and Mentor staff on effective project planning and monitoring methodologies.
- To promote and maintain good relationships and networking with different stakeholders;
- To take up other related duties assigned and agreed upon by the supervisor and partners.
- Ensure harmonious relationships towards a positive work environment among the staff and vis-a-vis the hierarchical leadership as well as other partners.

2. Qualifications and Experience

- Bachelor's Degree in Monitoring and Evaluation, Public Health, Development Studies, Project management or Statistics, Economics, Master's degree in the mentioned is an added value.
- At least three (3) years of relevant work experience in project/Programme monitoring and evaluation in the same position (with proof document to be verified).
- Excellent in documents development, quality reports and projects cycle management
- Excellent communication skills and ability to build good rapport with communities and participants.
- Excellent administrative and organizational skills.
- Ability to prioritize tasks and manage time efficiently.
- Good interpersonal skills and ability to work in a team.
- Strong computer skills in advanced Excel, PowerPoint, Word; database skills are an added advantage.
- Fluency in English and local language skills required (reading, writing, and speaking); French language skills an advantage.
- Ready to perform other duties assigned by his/her direct supervisor.

3. Competencies and key technical skills

- Integrity.
- Strong critical thinking skills and excellent problem-solving skills.



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- Inclusiveness.
- Accountability.
- Communication.
- Teamwork.
- Knowledge of monitoring and evaluation concepts, systems, and tools.
- Knowledge of drafting action plans and operational plans.
- Knowledge of results-based management, logical framework approach, strategic planning processes, and tools.
- Communication skills.
- Time management skills.
- Computer Skills.
- Organizational Skills.
- Fluent in Kinyarwanda, English, and/ or French; knowledge of all is an advantage.
- Knowledge to conduct policy and analysis and draft proposals.
- Judgment and decision-making skills.

Candidates with the required profile are invited to submit:

- Cover letter addressed to the Hospital Director General
- Recent Resume, with three professional references (names, position, phone number and emails). (preferably former employers)
- Copies of the degree/s
- Certificates proving similar work experience from former employers

Application to be sent online to gahini.hospital@moh.gov.rw

Persons with disabilities are encouraged to apply for this position.

Application deadline: 12/02/2025

Only short listed candidates will be contacted.

Done at Gahini DH, on 5/02/2025

Dr NGABIRE NKUNDA Philippe
Director General of Gahini District Hospital with Specialized Service

