



## PROGRAMME RWANDA

### JOB OFFER 3D Printing Officer and P&O Officer

If you have a taste for challenges, a real commitment to development and a deep sensitivity towards vulnerable people in general and persons with disabilities in particular, then this recruitment notice is for you!

Fédération Handicap International, which implements its programs under its operational, branding name of "Humanity & Inclusion" (HI), is seeking for 2 staffs in charge of production of 3-D printing mobility devices: **3D Printing Officer and a P&O Officer.**

<b>Name of the post</b>	<b>2 Positions:</b> -3D printing Officer (1) -P&O officer (1)	<b>Technical field</b>	Prosthetics and Orthotics
<b>Position</b>	Managing 3-D Printing lab activities at UR-CEBE including: facilitation of pre-service students during practical exercises and production of 3-D Printing low-cost assistive devices such as: Prosthesis, Orthosis.	<b>Names of the Country Manager</b>	Mélanie GEISER
<b>Contract</b>	Fixed (24 Months) from January 2024- December 2025	<b>Names of the EAR Programme Director</b>	Ryan DULY
<b>Position Origin</b>	New	<b>Names of the person in charge of supporting projects at the Magritte level</b>	Simon MIRIEL

#### 1. DESCRIPTION OF THE POSITION

The incumbents will be responsible for managing day-to-day **3-D Printing lab activities** at the University of Rwanda – Center of Excellence and Biomedical Engineering. These include: facilitation of pre-service students during practical exercises, production of 3-D Printing low-cost assistive devices such as: Prosthesis, Orthosis, and perform other related tasks assigned to them by their line manager.

#### INFORMATION REGARDING THE POSITION

<b>Line Manager</b>	Project manager		
<b>Donor</b>	USAID	<b>Budget amount to be managed</b>	N/A
		<b>Length of funding</b>	24 months
<b>Size of the HI INECD project team</b>	8 (1 Project Manager, 1 Disability Inclusion Specialist, 1 Rehabilitation/AT Technical advisor to RBC, 1 Physical Rehabilitation Advisor, 4 Senior Inclusion Officers)		

## 2. HISTORICAL BACKGROUND OF THE PROGRAM

HI started working in Rwanda since 1994. In partnership with the Civil Society Organizations and public institutions, HI sought to promote and support policies and initiatives of the public levels and the civil society aiming at preventing causes of vulnerability and disability and striving for the protection and inclusion of vulnerable persons for the period from 2021 to 2023. In Rwanda, HI focuses on the following 3 strategic pillars:

- **Pillar 1: Social and Economic Inclusion:** promoting social, cultural and economic citizen's participation for the vulnerable persons; ensuring access to education for all; providing an institutionalized expertise and support and enhancing representation and competences of vulnerable persons through their associations;
- **Pillar 2: Rehabilitation, Prevention and health** preventing and fighting against chronic and disabling diseases, detection and early prevention and promotion of mental health through a community-based approach;
- **Pillar 3: Protection:** HI seeks to prevent the occurrence of gender, age and disability-based violence in an effort to initiate actions that empower vulnerable persons and mobilize local, national and international stakeholders for an owned engagement in the promotion and respect of rights of vulnerable persons facing gender, age and disability-based violence. It is committed to searching and providing reliable data on identification of vulnerable populations and mitigation of the underlying risk factors.

## 3. BACKGROUND OF THE PROJECT

**Federation Handicap International** which operates under the name **Humanity & Inclusion**, in consortium with the Catholic Relief Services (CRS) which is the Prime and other consortium members including: Umuhuza, Three Stones International and the University of Global Health Equity (UGHE), is implementing disability inclusion and rehabilitation/AT component under a five-year USAID-Funded program entitled "**Inclusive Nutrition and Early Childhood Development (INECD/ GIKURIRO KURI BOSE)**". The INECD program promotes nurturing and responsive care practices, especially in the areas of health, functioning, nutrition, and early childhood development (ECD) for caregivers and children. Under this specific component, the project addresses social inclusion needs, child development gaps, physical rehabilitation and assistive technology (rehab/AT) needs focusing on improving accessibility, affordability, and availability of durable assistive products to the end-users in Rwanda. It is against this background that the INECD Program, in collaboration with the University of Rwanda – Centre of Excellence in Biomedical Engineering and E-Health (UR-CEBE), would like to recruit two (2) full time staff that will be responsible for managing day-to-day 3-D Printing lab activities **at the University of Rwanda – Center of Excellence and Biomedical Engineering** which is located at Kigali special economic zone in Gasabo District

## 4. WORKING CONDITIONS

### The project team

The incumbents will be based at UR-CEBE Centre (with few days at HI office) to ensure optimal and proximal technical implementation of the INECD project.

### Organization of the work

They will be responsible for managing the 3-D printing lab activities including facilitation of pre-service students during practical exercises, production of 3-D Printing low-cost assistive devices and providing technical support to P&O professionals working at: CHUB, CHUK, Gahini Rehabilitation Centre to ensure they do proper scanning and designing of AT devices using 3-D printing Technology.

### Technical support

They will be technically assisted by the Global Rehab specialist based at HI headquarters.

## 5. RESPONSIBILITIES & PROFILE OF THE POSITION

### 5.1. Responsibilities of Prosthetic & Orthotic (P&O) Officer

- Provide coaching, mentorship and supervision of pre-service students during practical exercise
- Assessment and evaluation of pre-service student during practical exercises

- Keep in touch with the P&Os from CHUK, CHUB, and Gahini hospital to ensure they receive the best technical support needed to do the scanning and designing of 3-D printing devices needed by their clients
- Ensure quick production and delivery of good quality 3-D printing devices requested by the clients, taking into consideration the international quality standards
- Provide monthly, quarterly and annual reports to the line manager
- Order supplies and materials needed to fabricate orthotic/prosthetic devices and other mobility assistive devices
- Provide technical support to P&O from CHUB, CHUK and Gahini hospital on proper utilization of 3D printing devices
- Provide clear and appropriate instructions to the clients on how to care for and maintain 3-D printing devices
- Ensure that the post printing process is done accurately
- Support coordination and management of the 3D – printing lab at CEBE
- Any other assigned task related to P&O lab, by the line manager.

**Required qualification & experience of Prosthetic & Orthotic (P&O) Officer**

	<b>Required qualification</b>	<b>Relevant qualification</b>
<u>Degree (s):</u>	At least advanced diploma in P&O from a recognized University	At least an advanced diploma in P&O with a professional training certificate in 3-D printing technology from a recognized institution of higher learning
<u>Experiences:</u>	At least 4 years of experience working in a well-known orthopedic workshop	Proven experience of 4 years making mobility assistive devices notably: prosthesis, orthosis, sprints, compensatory shoes, insoles, etc.
<u>Competences:</u>	<ul style="list-style-type: none"> <li>• Basic computer skills: MS word, excel and PowerPoint</li> <li>• Ability to assess the clinical/physical needs of the patient including: joint range of motion, strength and gait assessment</li> <li>• Ability to assess the clinical/physical needs of the patient including: joint range of motion, strength, gait assessment and fitting a device.</li> <li>• Strong ability to fabricate, repair and maintain Orthoses, prostheses and other related devices</li> <li>• Ability to transfer knowledge and skills to others through: trainings, mentorship, coaching and supportive supervision</li> <li>• Ability to operate small hand tools</li> <li>• Demonstrate excellent interpersonal skills in interacting with stakeholders and partners in health care, specifically in the rehabilitation/AT sector</li> </ul>	<ul style="list-style-type: none"> <li>• Indubitable capacity to scan, design and fabricate 3-D printing devices</li> <li>• Capacity to use Prosthetics and orthotics machinery</li> <li>• Artistic design skills</li> </ul>
<u>Personal qualities</u>	<ul style="list-style-type: none"> <li>• Capacity to build relations with others and work under pressure (strong interpersonal skills)</li> <li>• Strong critical thinking and clinical reasoning</li> <li>• Maturity</li> <li>• Capacity of listening</li> </ul>	<ul style="list-style-type: none"> <li>• Meticulous attention to small details</li> <li>• Excellent communication Skills</li> <li>• Ability to adapt to</li> </ul>

<ul style="list-style-type: none"> <li>• Quality of adaptation</li> <li>• Resilience and Flexibility</li> <li>• Innovative</li> </ul>	changing situation
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## 5.2. Responsibilities of the 3-D Printing officer

- Train pre- and in-service students on manipulation of 3-D printers and scanners
- Ensure regular maintenance of the 3D scanners, 3D printer software and other related electronic gadgets
- Maintain the safety and security of 3-D printing materials
- Receive and print the orders from CHUK, CHUB, and Gahini Hospital

### Required qualifications and experience of the 3 D printing officer

	Required qualification	Relevant qualification
<u>Degree (s):</u>	At least Diploma degree in Biomedical Engineering, Software Engineering or other-related field	At least a Bachelors' degree in Biomedical/software engineering with advanced professional skills in 3-D printing
<u>Experiences:</u>	-At least 2 years of experience in developing new or adapting the existing Biomedical software -Good experience using computer modelling and design software Good experience using 3D printer	-At least 2 years of experience in developing new or adapting the existing Biomedical software, preferable 3-D printing-related software
<u>Competences:</u>	Advanced Biomedical software engineering skills Ability to manipulate and maintain 3-D printing electronic gadgets: Printers and scanners Adaptive software skills Creative thinking with solution-oriented mindset Ability to turn designs into products	<ul style="list-style-type: none"> <li>• Indubitable capacity to scan, design and fabricate 3-D printing devices</li> <li>• Ability to maintain and repair 3-D printing devices</li> <li>• Capacity to maintain Prosthetics and Orthotics machinery</li> <li>• Artistic design skills</li> <li>• Capacity to develop and test new assistive devices, equipment and materials using computer software</li> <li>• Ability to contribute in developing a business model</li> <li>• Ability to maintain and repair 3-D printing devices</li> </ul>
<u>Personal qualities</u>	<ul style="list-style-type: none"> <li>• Capacity to build relations with others (strong interpersonal skills)</li> <li>• Attention to details</li> <li>• Maturity</li> <li>• Capacity of analysis</li> <li>• Capacity of listening</li> <li>• Quality of adaptation</li> <li>• Resilience and Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>• Carefulness.</li> <li>• Excellent communication Skills</li> <li>• Ability to adapt to changing situation</li> <li>• Innovative</li> <li>• Ability to work under pressure</li> </ul>

## 6. STAKEHOLDERS

The Incumbents will regularly interact with the following stakeholders:

<b>Internal stakeholders (HI Rwanda)</b> INECD project team: Project Manager, Disability Inclusion Specialist, Rehabilitation/AT Technical advisor to RBC, Physical Rehabilitation Advisor, Senior Inclusion Officers)	<b>External stakeholders:</b> <b><u>INECD Level</u></b> <b>UR-CEBE staff, CRS team</b> (Chief of Party and Deputy Chief of Party, Technical Advisors and <b>Consortium member staff</b> from: Umuhuza, Three Stones International and the University of Global Health Equity (UGHE) and INECD implementing Partners <b><u>Local level</u></b> District Authorities including: Disability Mainstreaming Officer Permanent Secretary of JADF, Persons in charge of Social Affairs, NCPD committees <b><u>Service level</u></b> Rehabilitation Professionals including: Physiotherapists, OTs and P&O from CHUK, CHUB and Gahini Rehabilitation Centre.
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## 7. ABOUT OUR ORGANISATION

Humanity & Inclusion (HI) is a solidarity organization international committed to the rights of persons with disabilities, of people in a situation of vulnerability, and in general for human rights. Respect and the dignity of people concerned and beneficiaries of the actions and communities are at the heart of the staff and collaborators of HI, in all contexts of intervention.

Our code of conduct is a key element to the implementation of the institutional policies that set out the fundamental principles in the protection of our beneficiaries - especially the most vulnerable - against any form of abuse be of power, harassment, sexual exploitation and abuse, by our own staff. These policies include, but are not limited to:

- Protection of Beneficiaries against Exploitation and Abuse Sexual
- Child Protection
- Fight against Fraud and Corruption.

All our representatives are expected to conduct themselves in a manner consistent with our code of conduct. Any violations of those policy will be treated seriously.

## 8. TERMES AND CONDITIONS OF SUBMISSION

The application file must include a letter of motivation addressed to the Country Manager of HI in Rwanda, accompanied by the coordinates of 3 professional references related to the position, certificates of services rendered, a detailed Curriculum Vitae and a copy of each diploma (3 pages max). Complete applications must be submitted no later than midnight on **07<sup>st</sup> January 2024**;

by e mail to the following addresses: [recrutement@rwanda.hi.org](mailto:recrutement@rwanda.hi.org) with in subject: **3-DOFF-HI-202312 or P&O OFF-HI-202312**

Only pre-selected candidates will be contacted to take the tests.

**N.B: HI strongly encourages women candidates and persons with disabilities to apply.**

(In accordance with the law into force, persons with disabilities will be given priority in the event of equal professional competence or the same mark at the end of the written tests and interviews)

Mélanie GEISER  
Country Manager

