



## **WelTel Rwanda**

Job Posting: Project Coordinator, Full Time (dependent on active projects)

Location: Kigali, Rwanda

WelTel Rwanda originated in Rwanda, and has its current office operations at the Rwanda Biomedical Centre (RBC) headquarters Kimihurura, Gasabo, Umujyi wa Kigali, RWANDA.

WelTel Rwanda is a medical software technology company offering an evidence-based, patient-centered mHealth solution to support patient management and follow-up for communicable (e.g., HIV/AIDS, TB), non-communicable (e.g., diabetes, hypertension), and other health issues; for pandemic (e.g., COVID-19, Ebola) and public health response as well as mental health and wellbeing.

WeTel Rwanda has partnered with local and international organizations to scale its digital health services nationally to ensure that its SMS-based mHealth service delivery model can be accessed by all clinical sites, hospitals and research centers.

### **Position: Project Coordinator**

Reporting to the local Program Manager and Chief Executive Officer. The role will include business development, project oversight, stakeholder engagement and implementation coordination for WelTel Rwanda's mHealth services through several project sites in Rwanda.

The successful candidate will also work closely with the project team(s), government, partner and healthcare organizations and local communities to evaluate, develop and generate new opportunities.

### **Roles and Responsibilities**

#### **50% Project Implementation/Communication/Business Development**

- Support the implementation plans for the new technologies created by software developers that will improve the ability for local health facilities to provide better patient care, according to KPIs, timelines and budgets.
- Coordinate with the various stakeholders to ensure successful implementation of WelTel's projects in various sites across Rwanda.
- Develop and effectively manage relationships with external and internal stakeholders including project teams, Ministry of Health & RBC, international foundations and other business partners.
- Arrange and schedule online/in-person meetings with stakeholders.

- Ensure compliance is met on all levels as related to WelTel's policies as they relate to local applicable laws and as they pertain to employee and contractor participation in project activities.
- Evaluate all project work as defined by the project plan and scope of work, as well as help to create and signoff on all reports and documents as per the requirements set out by WelTel Rwanda's customers and partner organizations.
- Facilitate the training and onboarding of WelTel users at the district hospital levels.
- Explore potential business models and growth strategies for WelTel Rwanda.
- Help to identify and write proposals for new contracts.
- Develop strategic alliances with potential clients, partners and stakeholders.

#### 50% Administrative Operations/Finance (bookkeeping, budgeting)

- Track ongoing project expenses and complete monthly or quarterly expenditure reports, depending on project requirements.
- Provide administrative support to the project team(s) as needed.
- Prepare financial statements and professional, reliable reports to facilitate the proper management of funds.
- Check, validate and process the accounting.
- Maintain the accounting system in accordance with the work plan.
- Ensure accounting of all operations of WelTel Rwanda's Development Project in accordance with generally accepted accounting principles.
- Accept any required recommendations from partners as they pertain to grant management.
- Coordinate the funds management of any sub-grantees.

#### **Qualifications and Competencies**

- Degree in health sciences, business, accounting or equivalent (Bachelor's degree)
- Minimum 3 years experience in a health organization coordination and/or health research setting
- Minimum 2 years experience in project coordination, preferable to have worked with national health and/or research organizations
- Strong understanding of the health care landscape in Rwanda
- Strong report writing skills, proficiency in excel and MS word
- Strong verbal and written communication skills are a must, as well as the ability to work effectively and professionally with stakeholders
- Willingness to travel throughout Rwanda for site visits
- An equivalent combination of experience and education will be considered.

#### **Equal Opportunity**

WelTel Rwanda is an equal opportunity employer offering a collegial working environment. All employment decisions at WelTel Rwanda are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, ethnic origin, or any other status protected by the laws or regulations in the locations where we operate.

**Term**

The position is based on a standard twelve (12) month contract, with a three (3) month probationary period, with potential for extension and a renewal of contract subject to assessment of performance and availability of funds.

**Application**

Applicants should submit their application via email to [careers@weltel.org](mailto:careers@weltel.org), clearly indicating how they meet the requirements of the position, plus a detailed CV. In the subject line of your application please indicate the name of the position you are applying for (ie. WelTel Rwanda Project Coordinator)

Only applications following these instructions will be reviewed, applications must contain:

1. Current position & salary
2. Reason for leaving current position
3. Expected salary range
4. Email and phone number
5. Three References: please provide the name, emails and phone numbers

Salary will be conservatively open to negotiation for applicants with exceptional skills and extraordinary experience.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.