# **SPIU STAFF POSITION**

1. Project Management Specialist (1),
2. Health Infrastructure Specialist (1),
3. Infrastructure Engineer (1),
4. Biomedical Engineering Specialist (1) and
5. Environmental Specialist (1)

## **Projects management Specialist (Project Manager).**

**Major responsibilities:** As team leader, he/she will be responsible to;

* Manage assigned project, ensuring effective teamwork and communication, high standards of work quality and organizational performance and continuous learning.
* Ensure that the project and program expenditures are controlled and maintained within approved budget limitations, and identifies, mitigates, and escalates risks to project budgets and schedules.
* Develops and implements detailed plans and recommends policies regarding program specific requirements.
* Analyze and identifies program delivery impacts and makes recommendations based on assessment
* Communicate any potential risks or situations requiring escalation; makes recommendation on course of action and ensures RBC is apprised of issues impacting the service delivery of the project and any potential impact on divisional operations.
* Respond to emergency and priority situations by anticipating problems, making decisions and deploying appropriate financial and human resources.
* Monitor work output, reviews project deliverables and ensures project staff, divisional stakeholders and external service providers complete assigned deliverables on time, on schedule and on budget and at quality standards.
* Develop and implement project control systems, procurement oversight, cost evaluation methodologies, performance evaluation criteria, in accordance with approved corporate policies and guidelines.
* Conduct research into assigned area ensuring that such research takes into account developments within the field, corporate policies and practices, legislation and initiatives by other levels of government.
* Negotiate and implement innovative solutions to complex project challenges involving multiple stakeholders to achieve assigned objectives.
* Develop, coordinate and approve effective communication activities for all levels of staff in the division to ensure project plans are widely understood.
* Provide weekly briefing notes and monthly construction progress and budget report.
* Be the focal point between the different institutions’ staff working on this project (RBC, MOH, RHA, MINECOFIN, AFD, Ruhengeri Referral Hospital and Musanze District).
* Collecting project data and drafting routine reports on projects
* Monitoring progress on projects, communicating with clients to ensure that they are satisfied with the work that is being done, and resolving any issues that arise.
* Working with healthcare professionals to improve the efficiency and quality of the delivery output/healthcare services.
* Staying ahead of changes to new laws and regulations to ensure whether the healthcare facilities comply with the rules and regulations.
* Monitor project performance, specifically to analyze the successful completion of short- and long-term goals, including meeting budgetary objectives and making adjustments to project constraints based on financial analysis.
* Implement risk management strategies to minimize project risks, including the identification and mitigation of potential threats to the success of the project.
* Oversee the development and execution of user training programs, ensuring that all project deliverables are fully operational and user-friendly.
* Conduct post-project evaluation and identify successful and unsuccessful project elements to improve future healthcare project management strategies and processes.
* Facilitate communication and collaboration among stakeholders.
* Accomplishing any other related task as shall be designated by the MTD Division Manager.Top of Form

**Key qualifications**

* Master in project management with bachelor’s degree in civil engineering 0r architecture, with minimum 3 years work experience in major infrastructure construction projects, (Proof of working experience). **Or**
* Bachelor’s degree in civil engineering 0r architecture, with minimum 5 years work experience in management of major infrastructure construction projects. (Proof of working experience).
* Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) from the Project Management Institute is an advantage.
* Extensive experience in leading complex projects, including developing and implementing formal project plans, managing deliverables, and identifying outcomes and objectives (Proof of working experience).
* Proven experience in hospital management would constitute a major added advantage
* Experience managing project budgets, schedules, and identifying and mitigating project risks
* Excellent oral communication, writing, presentation and interpersonal skills, to deal effectively with business unit staff, and senior management, and communicate information in a manner that is understandable to a wide range of individuals.
* Strong administrative skills with highly developed facilitation and problem-solving abilities.
* Strategic, analytical and conceptual thinking skills, with the capacity to understand operating and policy issues and the ability to develop recommendations that advance the organization and improve service to clients/customers.
* Proven ability to be flexible and to thrive in a fast-paced creative environment with frequent and competing deadlines, multiple tasks and high performance expectations and to set and exceed goals
* Interpersonal, consensus building, consultation, facilitation and negotiation skills.
* Knowledge of relevant software applications including the Arch card, AutoCAD, Microsoft Office suite, Microsoft project, primavera P6.
* Fluency in English, French and Kinyarwanda constitutes added value

## **Healthcare Infrastructure Specialist**

**Major responsibilities**

• Collaborate with all stakeholders for better implementation of projects  
• Prepare Bills of Quantities for construction or renovation activities  
• Draft report on the construction’s implementation status periodically  
• Oversee construction projects from inception to completion.

* Ensure that projects are completed on time, within budget, and to the required

quality standards.

* Working with the infrastructure team to review plans for construction projects to

ensure compliance regulations

* Coordinate with contractors, architects, and engineers.
* Ensure that all health infrastructure projects comply with national and international health standards and regulations.
* Implement quality assurance processes to maintain high standards of construction and operation.
* Ensure that all health infrastructure projects incorporate necessary health and safety features.
* Promote the use of safe and sustainable building materials and practices.
* Engage with stakeholders, including health professionals, government officials, and local communities, to ensure that health infrastructure projects meet their needs.
* Develop and implement maintenance plans for existing health facilities.
* Responsible for the organization and implementation of building inspection and contract development

• Should execute any other instruction given by his/her supervisors, in line with the Health Sector goals and targets.

**Minimum requirements**

* Bachelor’s degree in civil engineering 0r architecture, with minimum 5 years work experience in management of health infrastructure projects. (Proof of working experience).
* Experience managing project budgets, schedules, and identifying and mitigating project risks
* Proficiency in relevant software and tools (Engineering software: Arch card or AutoCAD, project management software).
* Knowledge of the Rwanda Healthcare infrastructure system
* Knowledge of healthcare infrastructure planning and design
* Knowledge of rules and regulations of constructions and healthcare related requirements
* Should have strong interpersonal and communication skills, including the ability to interact with patients and health providers.
* Should have strong organizational skills and excellent attention to details, flexibility, independence and creativity.
* Have knowledge of the health sector in Rwanda and its structures
* Strong strategic and operational planning and monitoring skills to assist in effective and efficient management decision is an advantage
* Fluency in English, French and Kinyarwanda constitutes added value

## **Infrastructure Engineer**

**Major responsibilities**

* Creating accurate project documentation, including schematics and operational manuals.
* Implementing and refining automation processes.
* Ongoing monitoring and maintenance of electromechanical systems.
* Collaborating with software engineers to integrate electronic control systems into mechanical frameworks.
* Conducting research to adopt the latest technologies and improve system performance.
* conceptualization, design, and testing of electromechanical equipment and systems.
* collaboration with other engineers and professionals to create system specifications and detailed technical designs.
* troubleshoot issues that arise during the development and implementation phases of projects, ensuring all parts meet the necessary specifications and regulatory standards.
* Design and develop electromechanical systems that meet functional specifications and user requirements.
* Perform detailed analysis to test the viability and integration of new technologies in our current systems.
* Coordinate with other engineering teams to ensure system compatibility and efficiency.
* Prepare technical documentation, including system layouts, component specifications, and calibration instructions.
* Support the design and approval of electromechanical equipment
* Participate in elaboration of terms of references and technical specifications for technical studies on electro-mechanical services;
* Advise on the standards in force on the design and installation of mechanical services
* Collaborate with other engineers and architects to assess and verify the electro-mechanical services reports from the consultants to ensure the quality;
* Participate in building inspections and contribute in the area of electro-mechanical services;
* Advise technically investors, developers and professionals on the best practices in line with standards in force on the design and installation of electro-mechanical services;
* Collaborate with other departments and concerned professional bodies to strategize a smooth capacity building of practitioners to ensure quality in the area of electro-mechanical engineering;
* Prepare and undertake capacity building for in house engineers especially those deployed on construction projects;
* Participate in validation sessions of building designs and commissioning of electro-mechanical works;
* Provide weekly flash report and monthly progress report in accordance to the timelines set by the direct supervisor
* Inspect and assess existing HVAC and plumbing systems for functionality and efficiency
* Ensure the installation and operations comply with all relevant building codes and safety regulations
* Monitor and manage maintenance schedules to ensure HVAC and plumbing systems remain in excellent condition

**Minimum requirements**

* Bachelor's degree in electromechanical engineering with minimum of three [3] years working experience **Or**
* Advanced diploma (A1) in electromechanical engineering technology with a mminimum of Eight [8] years working experience
* A robust understanding of both mechanical and electronic systems is crucial, as is proficiency in computer-aided design (CAD) software.
* Additionally, certifications specific to certain tools or technologies can be advantageous.
* Professional engineering (PE) licensure can also enhance a candidate's qualifications, particularly for senior positions.
* Proficient with CAD software or other MEP software;
* Strong analytical and problem-solving skills, with a hands-on approach to troubleshooting and repair.
* Excellent communication and teamwork skills.
* Capable of managing multiple projects simultaneously with minimal supervision.
* Knowledge in practical working experience in construction and supervision of health projects, will be an added advantage
* Proven experience in designing, monitoring, inspection and evaluation of civil construction works, housing and urban planning and infrastructure development programs and projects
* Communication ability in English, French and Kinyarwanda constitutes added value

1. **Biomedical Engineering Specialist (1)**

**Major responsibilities**

* Planning and Design:
  + Collaborate with architects, engineers, and hospital planners to integrate biomedical requirements into the hospital design.
  + Assess and recommend appropriate biomedical equipment and technologies for the new hospital.
  + Ensure that hospital design supports efficient patient flow, adheres to infection prevention and control (IPC) standards, and promotes a healing environment.
* Procurement and Installation:
  + Develop technical specifications for the procurement of biomedical equipment.
  + Participate in the evaluation of tenders and selection of biomedical equipment suppliers.
  + Oversee the installation, commissioning, and handover of biomedical equipment.
  + Ensure compliance with Rwandan procurement regulations and AFD procurement guidelines
* Project Management:
  + Develop and manage project timelines and budgets for biomedical engineering activities.
  + Monitor and report on the progress of biomedical engineering tasks and milestones.
  + Coordinate with other project stakeholders to ensure seamless integration of biomedical systems.
* Compliance and Quality Assurance:
  + Ensure all biomedical equipment and systems comply with national and international standards and regulations.
  + Implement quality assurance procedures to ensure the reliability and safety of biomedical equipment.
  + Ensure equipment maintenance plan is in place and is well implemented and monitored
* Training and Support:
  + Provide training and technical support to hospital staff on the use and maintenance of biomedical equipment.
  + Develop and implement maintenance schedules for biomedical equipment to ensure optimal performance.
* Documentation and Reporting:
  + Maintain detailed documentation of all biomedical engineering activities, including design plans, procurement records, and maintenance logs.
  + Prepare regular progress reports for the project management team and the Ministry of Health.

**Minimum requirement**

* + A Bachelor’s degree in Biomedical Engineering with a minimum of 3 years working experience, preferably in hospital settings, **Or**
  + Advanced Diploma in Biomedical Engineering technology (A1) with a minimum of 8 years working experience preferably in hospital settings,
  + In-depth knowledge of electrical engineering.
  + In-depth knowledge of biomedical equipment, standards, and regulations.
  + Proven experience in project management and coordination.
  + Excellent problem-solving skills and attention to detail.
  + Strong communication and interpersonal skills.
  + Ability to work effectively in a multidisciplinary team.
  + Fluency in English, French and Kinyarwanda constitutes added value

**5.Environmental Specialist (1)**

**Major responsibilities**

* **Environmental Assessment and Compliance:**
* Reviewing Environmental and Social Management Frameworks (ESMF) and coordinating the development and implementation of the ESMP, Environmental and Social Impact Assessment (ESIAs), and other environmental safeguards in compliance with relevant safeguards policies of the Government of Rwanda and AFD;
* Ensure compliance with all relevant environmental laws, regulations, and standards.
* Obtain necessary environmental permits and approvals.
* Monitor and report on environmental compliance during project implementation.
* Preparing internal environmental and social guidelines for the preparation, implementation, monitoring and reporting of environmental documents required by various safeguards instruments;
* Conduct analysis of technical feasibility of projects review process, with particular emphasis on environmental issues;
* Undertaking field visits to ascertain if ESMP and the grievance redress mechanisms established for the project are functioning appropriately and the individual projects are implemented in an environmentally sustainable manner;
* Collation of appropriate performance and monitoring indicators to input into the Monitoring and Evaluation (M&E) Framework of the project with emphasis on environment performance;
* Ensuring environmental safeguards by coordinating, planning, organizing, analysing, and reporting the effects on the environment from construction and maintenance projects of transport infrastructure as well as implementation of transport services initiatives; and for designing and implementing restoration and monitoring activities for environmental management of transport projects and programs;
* **Environmental Management Plans:**
* Develop, implement, and update Environmental Management Plans (EMPs).
* Recommend and implement mitigation measures to minimize environmental impact.
* Ensure effective waste management, pollution control, and resource conservation practices.
* **Environmental Monitoring and Reporting:**
* Design and implement environmental monitoring programs.
* Analyze environmental data and prepare regular reports on environmental performance.
* Identify potential environmental risks and recommend corrective actions.
* Supporting RBC in the review of documentation pertaining to environmental compliance with a focus on bidding documents,
* Contribute to project progress reports pertaining to overall implementation of environmental requirements of the project, including prevention and mitigation;
* Preparation of Monthly, Quarterly and Annual Environment Monitoring and Evaluation reports
* Ensuring environmental safeguards by coordinating, planning, organizing, analyzing, and reporting the effects on the environment from construction.
* Review and coordinate the preparation of environmental and social impact assessment (ESIA) and environmental and social management plan (ESMP) and other environmental studies on land and inland water transport projects;
* **Training and Capacity Building:**
* Preparing training materials, and conducting technical training workshops to contractors and consultants on environmental safeguards requirements;  
  Promote environmental awareness and best practices within the organization.
* **Stakeholder Engagement:**
* Engage with stakeholders, including local communities, government agencies, and NGOs, on environmental issues.
* Address stakeholder concerns and incorporate their input into environmental management practices.
* **Technical Support:**
* Provide technical support on environmental issues to project teams and management.
* Stay updated on new environmental technologies, practices, and regulations
* Coordinating and facilitating the work of consultants engaged to carry out environmental and social impact assessments and monitoring of safeguards instruments implementation;
* Support the documentation of successes, challenges and lessons  
  learnt in implementation Of Construction of Ruhengeri Referral Hospital project
* Devise means for promoting compliance to national and international laws and regulations for Environmental Social Health and Safety (ESHS);
* Advise on climate adaptation/resilience for transport infrastructure and services;
* Review environmental documents such as studies, environmental impact reports, notices and water rights applications;
* Monitor the compliance at construction site with regards to Environment Social health and Safety for project workers and nearby community;
* Propose innovative solutions for environmental sustainability for health infrastructure project operations
* Ensure the project meet the project energy efficiency requirements, advise in the integration of the international energy guidelines
* Collaborate with other stakeholders in the field of energy efficiency
* Accomplishing any other related task as shall be designated by the RBC.

**Minimum requirements**

* Hold a Bachelor’s degree in Environmental Health Sciences, Environmental Management or water and sanitation, with at least 3 years working experience, **Or**
* Master’s Degree in the same fields with at least 1 year of professional experience working on environmental matters on multi-sector health infrastructure development projects;
* Have experience drafting, implementing and monitoring Environmental Management Plans.
* Be familiar with Rwanda health construction projects and environmental codes and standards;
* Be familiar with international environmental procedures with proven experience;
* Have worked on health infrastructure development projects;
* Fluency in English, French and Kinyarwanda constitutes added valueBottom of Form