



## **Intern or Volunteer in Research Projects Administration**

### Summary profile

**RESEARCH FOR DEVELOPMENT (RD Rwanda)** is a non-profit organization (NGO) created towards the end of 2016 with an ambition of promoting social welfare through the research on disease control and prevention, education; health programs and economic development initiatives.

RD Rwanda started its work by conducting research on different clinical specialties that focus on people exposed to or already infected with HIV/AIDS and other infectious diseases, Promote research in collaboration with universities and other research institutions to develop and compete for grants at the national and international level and assist in the publications in scientific journals, Initiate workshops on qualitative data collections, analysis, and interpretation with the target of authoring the scientific papers with the Health Institutions on the non-communicable diseases (NCDs), data sciences and the information, communication and technologies (ICT) etc. RD Rwanda publications are still in the pipelines and will soon be gradually published.

RD Rwanda wishes to recruit a self-motivated and qualified person of high integrity to fill the position of intern or a volunteer in Research Grants Administration

### **Key Responsibilities**

- Support to develop contract documents in compliance with funder requirements to execute quality subawards
- Participate in the research grants writing and application processes
- Participate in the administration of the subaward management activities, from planning through selection, pre-award assessment, negotiation, monitoring / compliance visits, and closeout
- Learn and perform the use the accounting system (Serenic Navigator) for subaward issuance and management or any other developed excel template or the existing accounting package such as the Quickbooks and ensure that all required documentation is available and stored as per internal policies and requirements.
- Support the oversight of the budget management of project's subaward pool and ensure accurate and timely disbursement and liquidation of subaward expenses

- Facilitate the training for RD staff, partners and beneficiaries to understand and comply fully with funder requirements.
- Conduct business trainings for the beneficiaries (women's cooperatives) in basic accounting, sales, customer care and management financial systems
- Ensure that office systems for grants are maintained and that regular reports are provided to RD Rwanda leadership or to the funder as required
- Support to develop and update Operations manual in compliance with leadership guidance
- Work with project staff to ensure that implementation of grants and contracts follows donor requirements
- Undertake additional tasks assigned to him or her by either his supervisor or other senior leader at RD Rwanda within professional requirements and abilities

### **Basic Requirements**

- To have at least an undergraduate degree in project management, public health or related field from a recognized University or College. The postgraduate degree holders are encouraged to apply for this internship
- Having at least one published research article/ paper in an international journal is a requirement
- Being able to draft or design a project proposal for funding opportunities is another needed skill set
- Knowledge of funder rules and regulations as related to subgrants, procurement, compliance, and cost principles
- Having an interest in working with local organizations in a role administering or supporting the management of grants with a high volume of report on regular basis or upon request by senior leaders
- Strong understanding of budgets and international research grants calls
- Good negotiation and conflict-resolution skills
- Competence using common desktop applications and internal systems
- Female candidates are encouraged to apply on this post which is in line with the gender agenda and vision of the organization
- Being registered in RDB internship portal (<https://kora.rw/internship/>)
- Being familiar with an internet and web based applications
- English and/or French languages are required (being fluent in English will be an added value)

Interested candidates could send the motivation letter addressed to the Chairperson; Curriculum Vitae, Copy of National Identity, Copy of Degree in one document to RD Rwanda email address: [rdrwanda@gmail.com](mailto:rdrwanda@gmail.com), not later than **October 14th, 2020 by 5:00PM CAT**, For more information please visit our Website: <https://www.rd-rwanda.org/events-and-news.html>