

10. Sector Information, Education and Communication (IEC) Assistant – 85 positions.

Key duties and responsibilities:

- Assist in promoting the IRS programme in the community.
- Coordinating Sector IEC and public relation activities.
- Ensure proper distribution of IEC materials at cell and village levels.
- Assist in organizing Sector level mobilization campaigns for IRS activities in collaboration with Health Centre and Sector authority officials.
- Facilitate coordination and trainings for community mobilizers at Sector level.
- Assist in supervising and monitoring of Mobilization and IRS interventions in the field.
- Distribute IEC materials to village mobilizers for door-to-door mobilization.
- Lead and supervise IRS activities as agreed with District coordinator.
- Document all mobilization activities and share results with the IRS team.
- Perform any other duties that may be assigned from time to time.

Preferred Skills / Prerequisites:

- Must possess good communication and interpersonal skills.
- Knowledge of spoken and written English, French or of both, Proficiency in Kinyarwanda is compulsory.
- Willingness and flexibility to travel to difficult locations and meet with communities and work long hours.
- Computer skills (Excel and Microsoft Word).
- Candidates with documented IRS experience will have an added advantage.
- Qualified women are strongly encouraged to apply.

Minimum qualifications: High School Diploma A2

11. Sector Storekeeper – 85 positions.

Key duties and responsibilities:

- Keep and update stock cards, ledger book for each item in the sector store.
- Stick barcode serial numbers on insecticide bottles/sachets and scan the barcode for each of the insecticide bottles or sachets you are giving out to the Team Leader.
- Submit weekly and monthly reports on the sector store.
- Take care of the cleanliness and the good maintenance of the sector store.
- Oversee daily store operations and maintain stocks according to prescribed inventory system.
- Ensure proper storage and identification of all IRS commodities.
- Keep track of receipts, records and withdrawals of all IRS commodities in the sector store.
- Ensure timely replenishment of needed supplies in consultation with the Logistics Assistant and District Storekeeper.
- Collaborate with Sector coordinator in facilitating training programs for IRS spray operators, line manager washers, pump cleaners and guards at sector level.
- Perform any other duties that may be assigned from time to time.

Preferred Skills / Prerequisites:

- Practical knowledge in tagging, dispatch, inventory management and store best management practices.
- Previous experience in handling IRS hazardous commodities such as insecticide will be an added advantage.
- Previous experience in stock management, tagging, and use of scanners will be an added advantage.
- Excellent communication skills and including spoken and written English, French or of both, Proficiency in Kinyarwanda is compulsory.
- Attention to detail.
- Willingness and flexibility to work long hours.
- Computer skills (Excel and Microsoft Word).
- Candidates with documented IRS experience will have an added advantage.
- Qualified women are strongly encouraged to apply.

Minimum qualifications: High School Diploma A2

12. Sector Supervisor – 381 positions.

Key duties and responsibilities:

- Provide hands-on leadership and management of daily spray activities in the allocated spray areas by the sector coordinator.
- Responsible for overseeing all daily allocation of team leaders to spray operators.
- Responsible for managing project spray area deliverables including planning and coordination of all IRS activities in collaboration with sector coordinator.
- Responsible for safety, care, and recommended use of the spray pumps, insecticides, and other personal protection equipment (PPE) during spraying period by spray operators.
- Responsible for supervising direct observations of spray (DOS).
- Reconciles daily attendance and work schedule sheet completed by spray operators and team leaders before submitting same to sector coordinator for payments.
- Provide oversight on personal protection equipment (PPE) and inventory control at the sector.
- Collaborate with Sector coordinator in facilitating training programs for IRS spray operators, washers and guards at sector level.
- Perform any other duties that may be assigned from time to time.

Preferred Skills / Prerequisites:

- Must possess good communication and interpersonal skills.
- Knowledge of spoken and written English, French or of both, Proficiency in Kinyarwanda is mandatory.
- Willingness and flexibility to work long hours.
- Computer skills (Excel and Microsoft Word).
- Candidates with documented IRS experience will have an added advantage.
- Qualified women are strongly encouraged to apply.

Minimum qualifications: High School Diploma A2.

13. Adverse Effect Coordinator – 10 positions

Key duties and responsibilities:

- Responsible for safe transportation, storage, and use of all insecticide, and is responsible to effectively coordinate with District Coordinator, Environmental Compliance Officer and Vector Control Manager to ensure understanding and safety of all involved in IRS operations.
- Visit IRS operational sites to familiarize his/herself with safety information contained in the Material Safety Data Sheet (MSDS).
- Ensure all health facility received a copy MSDS during IRS operations.
- In collaboration with Environmental and Compliance Officer, facilitate safety training on the exposure to insecticides or accidental insecticide poisoning to health professional involved in IRS Campaign.
- Discuss all potential safety concerns and Emergency Plan, emergency equipment and explain emergency procedures, such as the fire extinguisher in case of fire with the Line Managers and key department heads to be followed during IRS spray campaign.
- Document any incident report occurred in the field and share the report with the District coordinator, ECO and Vector Control manager.
- Work closely with storekeepers to ensure all the occupational health and safety procedures are followed.
- Work closely with operation site coordinators and supervisors to ensure insecticide mixing procedures are followed and that the insecticides containers are well handled and well stored for disposal.
- Continual supervision of spray operations throughout the spray season and completion of smartphone-based checklists as guided by the IRS Best Management Practices.
- Oversight of IRS solid and liquid waste management activities during IRS operations (waste handling, segregation, storage, and transportation) to be sure that the wastes are managed responsibly.
- Perform any other duties that may be assigned from time to time.

Preferred Skills / Prerequisites:

- Demonstrate knowledge of using Microsoft Office suite applications including Excel, word and PowerPoint preferred.
- Ability to understand and interpret and enforce compliance to the project's environmental safety policies and procedures as well as the ability to apply them with consistency in a variety of circumstances.

- Knowledge of facilitating trainings/workshops.
- Good communication skills including spoken and written English, French or of both, and Kinyarwanda is mandatory.
- Willingness and flexibility to work long hours.
- Training in environmental impact assessment/ environmental assessment, occupational health and safety or IRS is an added advantage.
- Candidates with documented IRS experience will have an added advantage.
- Qualified women are strongly encouraged to apply.

Minimum qualifications: Bachelor's degree in environmental science, public health, Environmental health, or any other relevant field.

14. Pump Technician – 7 positions.

Key duties and responsibilities:

- Assist the spray team to achieve spray targets by diagnose common problems with the sprayers/pumps.
- Identify the root causes, perform the correct steps to fix common pumps problems and demonstrate proper calibration.
- Contribute to good environmental compliance practices by ensuring proper maintenance and quick repairs of sprayer Pumps. Responsible of lifespan for the spray pumps by ensuring the care and proper handling of sprayer pumps at operation sites.
- Communicate with spray operators, supervisors to help the spray teams to achieve spray targets.
- Perform any other duties that may be assigned from time to time.

Preferred Skills / Prerequisites:

- Excellent interpersonal communications and knowledge of Kinyarwanda is compulsory.
- Demonstrated knowledge of testing and calibrating the compression spray pump.
- Installation of Control Flow Valve and ability check the nozzle and the screen filters to ensure they are not clogged.
- Ability to understanding the internal and external parts of sprayer pumps by name.
- Training/certificate in spray pump maintenance, and experience in repairing compression pumps will be an added advantage.
- Able to read and write.
- Willingness and flexibility to work long hours.
- Candidates with documented IRS experience will have an added advantage.
- Qualified women are strongly encouraged to apply.

Minimum qualifications: Vocational training.

How to Apply:

Candidates who meet the above requirements should submit: the application letter, copy of National Identification Card, copies of degree and certificates and detailed CV with contact information (including telephone) and their referees.

Applications should be addressed to: **“Chief of Party, PMI Evolve Rwanda Project”**.

Applications can be submitted to the following mailbox: RwandaJobs@abtassoc.com. **Remember to indicate in Subject line the position you are applying for.** All applications must be submitted on or before **5th April 2024** at 11:59pm. Once again, this will be a temporary engagement lasting less than 90 days. **You can only apply for one position. Candidates who will apply for more than one position will be immediately disqualified.** Canvassing or calling will lead to automatic disqualification for further candidacy.

No fee should be charged at any stage of the recruitment process (application, interview, processing or any other). Should you be asked, or you are aware of anyone asking for any incentive during the recruitment process, please contact PMI Evolve Rwanda Project on the following numbers: +250.252.572.321/2/4.

Abt Associates is an equal opportunity employer and strongly encourages women to apply for these positions.

Only shortlisted candidates will be contacted.