



**RWANDA BAR
ASSOCIATION**
Promoting the Rule of Law

VACANCY FOR REFERRAL LEGAL AID OFFICER

I. Background

The Rwanda Bar Association (RBA) is a Legal Professional Organization that was created by an Act of Parliament, The **Law No 83/2013 of 11/09/2013**, *establishing the Bar Association in Rwanda, determining its Organization and Functioning*. The Bar's current membership exceeds 1600 advocates. The membership is made up of all practicing advocates, as required by law, and the interns who aspire to be enrolled after 1 years of internship.

One of the core programmes of the Bar Association is to promote Access to Justice for all, through its legal aid.

In order to improve its Legal Aid programme, the Rwanda Bar Association is seeking to recruit a professional, that will be mainly charged with the daily coordination, administration, management, Monitoring & Evaluation and reporting of the RBA Legal aid cases.

II. Responsibilities

The Legal Aid Referral Officer shall report to the Head of Professional Development Services and his/her duties shall include:

1. Ensuring daily Coordination, management and administration of the RBA Legal aid programme;
2. Receiving and assigning Legal Aid Referral cases to contracted or designated Pro Bono Lawyers;
3. Ensuring the follow up of the assigned legal aid cases;
4. Ensuring the proper management of the legal aid contracts between the Bar Association and Bar partners or between the Bar Association and Pro Bono Lawyers;
5. Compilation of monthly activity progress reports on the legal aid activities with emphasis on pro bono referral cases,
6. Preparation of quarterly and half-yearly progress reports (a synthesized narrative and financial qualitative and quantitative quarterly report),
7. Receiving queries from Advocates and partners concerning legal aid programme and submitting them to the RBA competent authorities for handling,
8. Collecting, analyzing and processing quantitative and qualitative data concerning legal aid programme,
9. Conducting preliminary legal analysis of referral cases or other legal cases submitted to the Bar by individual applicants or partner institutions,
10. Any other lawful duties as may be assigned by his supervisor, the Executive Director and/or the President of the Bar.





III. Qualification and skills Required

Interested candidates must fulfill the following requirements

1. Rwandan by Nationality;
2. At least a Bachelor's Degree in Law.
3. At least 2-3 years of experience in Legal aid services
4. Fair skills in projects/programme management will be an added value including Monitoring and reporting skills;
5. A comprehensive understanding of legal aid provision in Rwanda;
6. Knowledge of the relevant national, regional and international, legal policy on legal aid and legal education.
7. Strong analytical skills, the ability to present data in a clear and precise way.
8. The ability to work with strict targets and deadlines.
9. High level of writing, understating and speaking proficiency in both English & French while understanding of the other language will be an additional advantage.
10. Ability to analyze and make summary;
11. Good command in basic computer applications (word, spreadsheet & power point processing)

IV. THE APPLICATION WILL INCLUDE THE FOLLOWING DOCUMENTS:

- An application letter addressed to the President of Rwanda Bar Association,
- A one page and half motivation letter in English or French as of why he/she is the best candidate to the position.
- A notarized copy of academic qualification (diploma or degree),
- A curriculum vitae indicating at least three referees,
- A criminal record certificate,
- A testimonial or a recommendation from a previous employer.

Application process

Interested candidates should submit their applications by e mail on recruitment@rwandabar.rw by February 29, 2024 midday. Only shortlisted candidates will be contacted, for the exam on dates that will be communicated to them.





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JOB VACANCY FOR A HEALTHCARE SUPPORT OFFICER

I. INTRODUCTION

The Rwanda Bar Association (RBA) is a Legal Professional Organization that was created by an Act of Parliament, The **Law No 83/2013 of 11/09/2013**, *establishing the Bar Association in Rwanda, determining its Organization and Functioning*. The Bar's current membership exceeds 1600 advocates. The membership is made up of all practicing advocates, as required by law, and the interns who aspire to be enrolled after 1 years of internship.

With the aim of developing and extending its social services to advocates and their families, the Rwanda Bar Association has started a medical scheme for its members and their families. It is in this regard that the Rwanda Bar Association is seeking to recruit a qualified and competent Rwandese national for the position of "Healthcare Support Officer".

II. RESPONSIBILITIES

The Healthcare Support Officer shall report to the Health Care Officer and his/her responsibilities shall include but not limited to:

- Maintaining the RBA database of contracted Medical service providers ;
- Ensuring proper use of logistics related to health care services for RBA members (medical service cards) ;
- Registering RBA members and their dependents in need of health care insurance services
- Issuing medical cards to RBA members and their families;
- Daily management, including regular updating of the database of the affiliated RBA members and their dependents;
- Establishing the proper tracking system of healthcare related expenses by family and by service provider ;
- Responding to inquiries related to RBA healthcare services from contracted partners and Bar members ;
- Receiving bills and justifying documents from service providers as per procedure,
- Check the authenticity of justifying documents including doctor's signatures and pharmacist signatures.
- Check prices charged per medical act or drugs as per agreed pricelist,
- Verify whether the total bill equal to the summation of its justifying documents,
- Keep updated members' records with all relevant information (marital status, years, geographical location, etc.),
- Collaborating with accounting department for payments and deductions.
- Distributing medical forms to the partner hospitals, clinics and laboratories,
- Performing any other task entrusted to him/her by his/her superiors.



III. REQUIREMENTS AND QUALIFICATIONS

- At least A1 in Nursing Sciences ;
- At least 2-3 years of experience in Health care. Having worked with Health Insurance companies will constitute an added value ;
- Good analytical skills, the ability to present data in a concise manner;
- Ability to work with strict targets and deadlines ;
- Good computer skills in Word Processing and Spreadsheet (MS Excel);
- Good command of English, French and Kinyarwanda ;

IV. THE APPLICATION WILL INCLUDE THE FOLLOWING DOCUMENTS:

- An application letter to the President of Rwanda Bar Association,
- A one page and half motivation letter in English or French as of why he/she is the best candidate to the position.
- A notarized copy of academic qualification (diploma or degree),
- A curriculum vitae indicating at least three referees,
- A Criminal record certificat,
- A testimonial or a recommendation from a previous employer or partner in Health Insurance shall constitute an added value.

V. APPLICATION PROCESS

Interested candidates should submit their applications by e mail on recruitment@rwandabar.rw by February 29, 2024 midday. Only shortlisted candidates will be contacted, for the exam on dates that will be communicated to them.

Done at Kigali on 09/02/2024



NKUNDABARASHI Moïse (Adv.)
President, Rwanda Bar Association