
VACANCY FOR THE ICT DEVELOPMENT OFFICER
--

I. Background

The Rwanda Bar Association (RBA) is a professional body of Advocates created for the first time in Rwanda by an Act of Parliament in 1997 (Act N°03/97 of March 19th, 1997). Currently, the Bar is regulated by the Law N° 83/2013 of 11/09/2013 establishing the Bar Association in Rwanda and determining its organization and functioning.

One of the core programmes of the Bar Association is to strengthen the wellbeing of its members through adequate membership affairs and health insurance management.

In order to improve its Medical Department Program, the Rwanda Bar Association is seeking to recruit a highly qualified professional that will be charged with the daily basis Medical ICT system Development activities and ICT support in general.

II. Responsibilities

The ICT Development Officer shall report to the President of the Rwanda Bar Association and/or Executive Director and his/her duties shall include:

1. Developing a “Medical consumption easy tracking system” and manage the system for efficiency productivity and results based
2. Regular data entry and reporting on medical consumption
3. Regular updating of the RBA medical protection system with relevant information and medical consumptions
4. Ensuring compliance of RBA medical protection quality report and data efficiency in a proper manner
5. Ensuring smooth delivery of system-based services offered by medical protection partners having signed contracts with RBA,
6. Ensuring effective data management of the RBA medical protection using the new
7. system, channels, and Apps to RBA partners in medical services
8. Promoting IT based communication among the RBA members and partners including effective dissemination of the RBA medical service providers
9. Design and upload new web pages (including graphics, animation, and functionality) to improve the quality of the RBA website, and other tools and Apps serving in ICT purposes
10. Providing technical assistance to the medical department in daily activities
11. Design and Produce Medical cards for RBA Medical Protection Scheme
12. Maintaining the RBA data base of contracted medical services providers.
13. Ensuring the proper use of logistics related to health care services for RBA members (medical protection cards);
14. Registering RBA members and their dependents in need of health care services
15. Establishing the proper tracking system of healthcare related expenses by family and by service provider.
16. Proposing to the Bar Senior Management the proper use of the RBA Healthcare scheme.

17. Responding to inquiries related to RBA healthcare services from contracted partners and Bar members.
18. Producing monthly activity report

III. Qualification and skills Required

Interested candidates must fulfill the following requirements

1. Rwandan by Nationality;
2. Bachelor's Degree in ICT with proven experience of at least three, four years in the field;
3. Sufficient skills in System development and management;
4. A comprehensive understanding of medical, health insurance services; IT tools, data entry and data management as well,
5. Knowledge of the relevant treatment of data, development of different APPS and their functionalities,
6. Strong analytical skills, the ability to present data in a clear and precise way.
7. The ability to work with strict targets and deadlines.
8. High level of writing, understating and speaking proficiency in both English & French while understanding of the other language will be an additional advantage.
9. Ability to analyze and make summary;
10. Good command in basic computer applications (word, spreadsheet & power point processing, Internet manipulation...,etc)

Application process

Interested candidates should submit their application letter including contact details (e-mail & telephone) along with **copies** of their educational **Degree** and **Curriculum Vitae** indicating at least three references to the **President of the Rwanda Bar Association**.

The application shall be submitted via recruitment@rwandabar.org.rw not later than **Wednesday 8th Dec 2021 at 12:00**. Only shortlisted candidates shall be notified for exams.

Done at Kigali on 02/12/2021

Me KAVARUGANDA Julien Gustave
President of the Rwanda Bar Association

