



Republic of Rwanda  
Ministry of Education

## **JOB ADVERTISEMENT**

The Government of Rwanda is setting up the African Biomanufacturing Institute (ABI) to cater for the human capital needs of the pharmaceutical manufacturing industry across the entire Africa. ABI will operate as an Institute of Higher Education with university status under the oversight of the Ministry of Education. It will provide pharma manufacturers and biotech companies active in Africa or planning to launch operations in the continent with access to an array of pre-accredited education programs driven by market needs to up-skill their workforce. In addition, ABI will also collaborate with donors to train African youth in biotechnology-related subjects.

ABI will deliver education programs through a new class of academic partnerships with globally leading education institutions. By doing so, ABI will offer a flexible curriculum led by practical industry workforce qualification needs. Furthermore, ABI will build a stringent quality management system, which will be accredited by a renowned international accreditation agency, to scrutinize and endorse the procurement of already pre-accredited modules.

It is for the above reason that the Ministry of Education is pleased to inform the public that it is recruiting two (2) Staff that will help in the setting up the African Biomanufacturing Institute (ABI) :

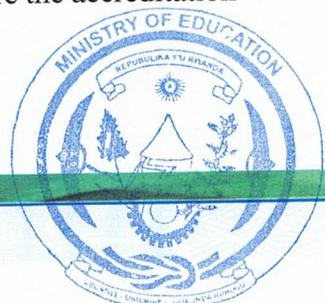
### **I. PROJECT MANAGER**

#### **Job Description**

The Project Manager will be responsible for carrying out activities required to effectively set up ABI and launch its operations. The person appointed will liaise with stakeholders required to fulfil the requisites to establish the new education institution. It will also work on the design of ABI's operational processes and support on recruiting activities. The role will initially be based at the Ministry of Education and move to ABI once the Institute is established.

#### **Key Responsibilities :**

- Identify and carry out activities required for the effective establishment of the ABI,
- Liaise with relevant stakeholders within MINEDUC and other organizations to monitor the execution of all requirements to launch ABI,
- Define ABI's operational processes leveraging best practices from comparable benchmarks,
- Negotiate and manage contracts with contractors/vendors (e.g., providers of teaching materials), including solicitation of bids, vendor selection and management, monitoring and evaluation of contractor performance, etc.
- Support the Academic Partnerships Manager as required on the process to ensure the accreditation of programs delivered by ABI,
- Conduct an analysis of ABI's cost structure to identify its financing needs,



- Screen for funding opportunities (e.g., grants) to cover the costs of ongoing and new ABI's operations, and manage the application process for grants and other funding programs,
- Prepare close-out documents for grants and/or contracts,
- Report to MINEDUC on the progress of the establishment of ABI,
- Define a monitoring process to track and evaluate the impact of ABI on the development of the biomanufacturing industry in Rwanda,
- Once ABI is set up, oversee the overall execution of ABI's operational processes,
- Develop Financial documentation and report periodically selected KPIs about ABI's financial performance to the management team, sponsors, and relevant stakeholders, in compliance with regulations and sponsors' policies,
- Identify opportunities to enhance and streamline operational and administrative processes, and actively implement changes when required,
- Carry out special projects/initiatives and other relevant duties as assigned,
- Over time (as ABI grows), conduct manpower planning analyses to identify recruitment needs and carry out recruitment processes in collaboration with the relevant stakeholders.

## Required Qualifications

- Bachelor's Degree in Project Management or Business Administration with 7 Years of Experience in a senior Managerial positions, preferably in the public and/or education sectors,
- Masters Degree in Project Management, Business Administration or with 5 Years of Experience in a senior Managerial positions, preferably in the public and/or education sectors,
- Internationally recognized project management certification is preferred,
- Experience in setting up and managing new teams,
- Experience in managing fundraising processes and grant applications,
- Proficiency in accounting softwares (Quickbooks, Sage 50 Premium, etc..) and Microsoft Office (i.e., Word, Excel, PowerPoint),
- Experience in monitoring financial metrics and communicating financial information,
- Ability to work with a high degree of autonomy, identifying priorities within multiple assignments in short-deadline environment, and executing tasks in an efficient manner,
- Ability to adapt and interact and work with stakeholders at different seniority levels in a collaborative style that encourages teamwork and cooperation,
- Strong interpersonal skills, with the ability to work with people from diverse cultures and backgrounds,
- Startup/entrepreneurial mindset and passion to collaborate on the launch of impactful and innovative ventures,
- Fluency in both spoken and written English and Kinyarwanda, fluency in spoken and written French is an added value.

## II. ACADEMIC PARTNERSHIPS MANAGER

### Job Description

The Academic Partnership Manager is responsible for building partnerships with education institutions globally that would deliver modules on biomanufacturing at ABI. Furthermore, the Academic Partnership Manager will oversee the overall administration and coordination of education programs at ABI. He/she will work with the education institutions working with ABI to design the curriculum and schedule the program. Furthermore, the Academics Affairs Manager monitors the outcomes of each program and

partnership, and works with stakeholders to ensure the continued improvement of ABI's teaching processes and education offering. The role will initially be based at the Ministry of Education and move to ABI once the Institute is established.

### **Key Responsibilities :**

- Continuously assess training needs and identify skill gaps to carry out pharmaceutical manufacturing activities in Africa
- Screen providers of education modules in biomanufacturing globally and develop a plan to engage in partnerships with selected education institutions to deliver programs at ABI
- Draft documentation to inform potential academic partners about the offering and value proposition of ABI
- Work with academic partners to design modules and training programs in biomanufacturing that address the needs of the industry and provide support as required
- Oversee and supervise the delivery of education modules to ensure compliance with standards and assess impact on student development
- Assess teaching quality of education programs, incorporating feedback from students, and share outcomes (including student's feedback) with the management team, program sponsors, and other relevant stakeholders
- Develop a catalog of the modules and programs delivered at ABI
- Develop and implement ABI's student admissions and dismissal policies, practices, and procedures for each education program in collaboration with academic partners and the admissions team
- Organize and attend fairs and events to present ABI and its value proposition to potential academic partners and student candidates in collaboration with the admissions team
- Identify opportunities to enhance and streamline the admissions-related processes and actively implement changes when required
- Carry out special projects/ initiatives and other relevant duties as assigned
- Over time (as ABI grows), recruit academic affairs specialists, admission officers, and student record specialists as required to set up an admissions and student record management team

### **Required Qualifications**

- Bachelor's Degree in Education management and Administration, Education planning and Management, International relations or Business Administration with 10 Years of experience in partnership development, preferably in the public and/or education sectors,
- Master's Degree in Education management and Administration, Education planning and Management, International relations or Business Administration with 7 Years of experience in partnership development, preferably in the public and/or education sectors,
- Knowledge of policies and procedures of universities and/or higher education institutions,
- Ability to interact with academic as well as business and regulatory personnel,
- Experience in evaluating impact and outcomes of education programs,
- Ability to work autonomously, develop and implement strategy, define and accomplish goals, and meet deadlines,
- Proficiency Microsoft Office (i.e., Word, Excel, PowerPoint),
- Effective public speaking and presentation capabilities,
- Strong interpersonal skills, with the ability to work with people from diverse cultures and backgrounds,



- Startup/entrepreneurial mindset and passion to collaborate on the launch of impactful and innovative ventures,
- Fluency in both spoken and written English and Kinyarwanda. Fluency in spoken and written French is an added value.

### **Required Documents for application:**

The candidates shall submit the following documents in a single compiled PDF file:

1. An application letter addressed to the Permanent Secretary;
2. A detailed updated Curriculum Vitae not exceed two (2) pages;
3. A photocopy of relevant academic degrees and certifications;
4. A photocopy of the Identity card/Passport;
5. Recommendation letters from three (3) referees with full addresses, including preferably one of previous supervisors;
6. Proof of Experience (Work Certificate (s)).

### **Submission of Applications**

Interested and qualified candidates should submit their soft copy applications addressed to the Permanent Secretary only through this e-mail address: at [recruitment@mineduc.gov.rw](mailto:recruitment@mineduc.gov.rw) with a copy to the office of the Permanent Secretary's Email at [officeofthepps@mineduc.gov.rw](mailto:officeofthepps@mineduc.gov.rw) not later than **18/04/2023** at **05:00 PM**. **Only shortlisted candidates will be contacted for the written test and interview.**

**Done at Kigali on 05/04/2023**

**Charles Karakye**  
Permanent Secretary

