



JOB POSTION OF THE REGISTRAR OF RWANDA MEDICAL & DENTAL COUNCIL

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| Job title: | Registrar |
| Category: | Full-time |
| Reporting to: | Chairperson of National Council Board |
| Office location | Kigali, (Remera, Gasabo) |

1. Background of Rwanda Medical and Dental Council

Pursuant the Law N° 44/2012 of 14/01/2013 on the organization, functioning and competence of the Rwanda Medical & Dental Council (RMDC) especially in its article 18 stating that “the Council has the mission to report to relevant authorities acts of illegal practices of the profession it becomes aware of and imposes disciplinary measures accordingly”.

The Rwanda Medical and Dental Council (RMDC) intends to hire the Registrar who will be working on a full-time basis with emphasis on management of Litigation cases and the overall control of Council’s financial systems.

The Registrar shall work under the direct supervision of the Chairman of the Bureau of National Council Board and he or she shall ensure that all decisions taken by the Council are implemented.

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2. Job Profile:

The Registrar of Rwanda Medical and Dental Council should:

1. Be a holder of Bachelor of Medicine, Bachelor of Surgery (MBBS, BMBS, MB ChB, MB BCh), Bachelor of Dental Surgery (BDS) together with additional postgraduate academic qualifications (Master of Public Health or Masters of Business Administration or Master's Degree project Management or Master degree in Law) with at least 5 years of experience in project management, strategy development and Regulation.
2. Have Training certificate in leadership
3. Have effective communication skills at all levels, in English, French and Kinyarwanda;
4. Have sound understanding of finance, investment, budget management and corporate governance.
5. Strong presentation skills and an ability to advocate the RMDC's position in a wide variety of fora.
6. Excellent computer-based and communication skills.
7. Experience within senior executive roles in a public service, non- profit organizations/ private in health sector.

2. Job Responsibilities

The Registrar shall be mainly assuming the following responsibilities:

1. To develop and manage RMDC projects and mobilize external funds;
2. To lead the development of appropriate action plans, strategic plan, policies and annual activity reports for the Rwanda Medical and Dental Council; and submit them to the National Council for approval;
3. To appropriately manage all alleged medical malpractices cases and submit the report to the Bureau of National Council Board;
4. Coordinate all activities of the RMDC and submit quarterly and annual reports;
5. Participate in Bureau of National Council Board's Meeting as technical person
6. To ensure that all decisions taken by the Bureau of the National Council Board and the



National Council Board are implemented;

7. To oversee the administrative and financial management of the RMDC;
8. To take minutes of various organs of the Council (Bureau, Board and Committees),
9. To ensure that all technical committees of the RMDC meet on regular basis, follow up on their performance and submit a report to the Bureau of National Council Board.
10. To perform any other duty as may be deemed necessary by the Bureau of the National Council Board.

3. How to apply


Job Application materials should be submitted to the Secretariat of RMDC with the following documents:

- 1° Signed letter addressed to the Chairperson of National Council Board
- 2° Certified copies of academic qualifications
- 3° A valid License to Practice issued by RMDC
- 4° Certificate of good standing issued by RMDC
- 5° Experience duly signed with concrete evidence of previous experiences
- 6° Letter of recommendations from recent Employer
- 7° Updated CV

The deadline of submission of all applications is fixed on the 11th May, 2023 at 17:00 at RMDC Secretariat located in Remera, 24 KG, 169 Street on Kisimenti-Sonatube paved road opposite Remera Adventist Church.

Only shortlisted candidates shall be invited for written and computer-based exams before being qualified for oral interview. For further information please refer to: www.rmhc.rw

Kigali, April 11th, 2023


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Dr. AFRIKA Gasana Guido
Chairperson of National Council Board
Rwanda Medical and Dental Council

