



**TREATMENT & RESEARCH AIDS CENTER**  
**Centre de Traitement et de Recherche sur le SIDA**

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The Treatment and Research AIDS Centre (TRAC) seeks a highly motivated and hardworking individual to serve as the Head of ICT & Applied statistics unit at TRAC.

**Post: Head of ICT & Applied Statistics Unit**

**Contract Duration:** One year renewable

**Terms of Reference:**

Head of ICT & applied statistics Unit will be responsible for the following:

- Formulate and implement the substantive work programme related to ICT issues under his/her supervision;
- Lead, supervise and carry out the activities related to ICT issues such as the latest developments and trends in the ICT and Applied statistics while providing qualified technical assistance to the other units;
- Supervise on a continuous basis studies on developments and trends in the ICT and statistics;
- Plan and organize new initiatives, programmes, studies of strategic issues, development of options, relating to ICT and statistics;
- Co-ordinate and oversee the preparation of reports;
- Ensure that the outputs produced by ICT & Applied Statistics unit maintain high-quality standards; that reports are clear, objective and based on comprehensive data;
- Undertake or oversee the administrative tasks necessary for the functioning of the unit, including preparation of budgets, reporting on budget/programme performance, evaluation of staff performance, interviews of candidates for job openings, and evaluation of candidates;
- Coordinate the development of appropriate methods for obtaining relevant data; ensure quality of such data; contribute to development of databases; assist in the planning of seminars and workshops.

**Competencies**

- In-depth understanding of the Unit's strategic direction, and ability to transform it into a results-oriented work programme; expert knowledge in the many aspects of ICT issues in general;
- Commitment to Continuous Learning: Willingness to keep abreast of new developments in the relevant technical field and to develop own managerial, leadership as well as information technology skills;
- Communication: Proven ability to write in a clear and concise manner and to communicate effectively orally;
- Professionalism: Proven conceptual, analytical and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommendations; ability to apply statistics to issues of concern.

**Education**

Advanced University Degree (Master's degree or equivalent) preferably in computer science, computer engineering, statistics or related field with the necessary technological and analytical knowledge and skills in ICT, management, statistics or any related field.

**Work Experience**

At least 5 years of progressively responsible experience and a thorough knowledge of the ICT and/or Applied statistics in context of strategic policy and planning are required.

**Languages**

Good command of Kinyarwanda, English, and French

**Other skills and abilities required:**

- ✓ Demonstrated in-depth technical knowledge of statistical analysis is required.
- ✓ Ability to formulate new strategies with respect to statistical development is desirable.
- ✓ Familiarity with statistical software, database management, spreadsheets necessary.
- ✓ Demonstrated independent problem solving skills
- ✓ Demonstrated desire and willingness to keep abreast of computing issues
- ✓ Demonstrated ability to lead in the planning and implementation of a leading-edge computational facility

**Application procedure**

For applications to be valid, candidates must submit:

- ✓ a detailed Curriculum Vitae
- ✓ a letter of motivation (2 pages maximum)
- ✓ Certified copies of diplomas

**NOT LATER THAN JULY 04, 2005 AT 3.30 PM**