

JOB ANNOUNCEMENT

Rwanda Social Security Board (RSSB) is a public institution established after the merger of Social Security Fund of Rwanda (SSFR) with Rwanda Health Insurance Scheme (RAMA) and integration of Community Based Health Insurance (CBHI). The mandate of RSSB is to administer social security in Rwanda. The branches that are managed by RSSB include; pension, occupational risks, health insurance and Community Based Health Insurance.

RSSB is seeking to recruit a self motivated and qualified employee of high integrity to fill the position of Senior Medical Advisor and Medical Advisor. Only candidates who meet the mentioned requirements below are allowed to apply:

Job position	Competences, knowledge, skills and experience required	Functions / Key Result Expected	Number required
Senior Medical Advisor	Ao in Medicine with 5 years working experience or Master's Degree in Medicine with 3 years working experience. Key Technical Skills & Knowledge required: • Extensive knowledge of Medical Practice; • High expertise in occupational health and safety at work place and social health insurance; • Leadership skills;- High analytical skills; • Report writing and presentation skill; • Computer Literacy; • Coordination, planning and organisational skills;	• Leads a team of Medical Advisors; • Advising the DDGB on medical claims; • Giving opinion on the appropriateness of medical claims; • Analysing and endorsing some specific recommended medications and medical procedures or acts; • Investigating and obtaining information about any cases of fraud relating to	





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	• Interpersonal skills; • Collaboration and team working skills; • Effective communication skill; • Administrative skills; • Time management skills; • Fluency in Kinyarwanda, English and/ or French knowledge of all is an advantage	• medical claims and preparing files for the anti-fraud commission; • Recommending practices that would promote a good working environment for RSSB, Public Health Service and doctors working with RSSB; • Ensuring if the medical nomenclature is in place and is updated; • Participating in the preparation and revision of a list of reimbursable drugs by RSSB.	
Medical Advisor	Ao in Medicine with 3 years working experience or Master's Degree in Medicine with 1 year working experience. Key Technical Skills & Knowledge required: • Extensive knowledge of Medical Practice; • High expertise in occupational health and safety at work place and social health insurance; • Leadership skills;	• Reporting and advising Senior Medical Advisor on medical claims; • Giving opinion on the appropriateness of medical claims sent by medical benefits access facilitators; • Analysing and endorsing some specific recommended medications and medical procedures or acts; • Investigating and obtaining information	



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	• High analytical skills; • Report writing and presentation skills; • Computer Literacy; • Coordination, planning and organizational skills; • Interpersonal skills; • Collaboration and team working skills; • Effective communication skills; • Administrative skills; • Time management skills; • Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	about any cases of fraud relating to medical claims and preparing files for the anti-fraud commission; • Recommending practices that would promote a good working environment for RSSB, Public Health Service and doctors working with RSSB; • Ensuring if the medical nomenclature is in place and is updated; • Participating in the preparation and revision of a list of reimbursable drugs by RSSB.	
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How to apply: the job application shall be done online or submitting hard copy at RSSB Headquarter

Submitting hard copy:

A job applicant shall submit the job application form to RSSB Headquarter this form can be downloaded from MIFOTRA's website (www.mifotra.gov.rw) or collected from RSSB. The application form shall be accompanied by a photocopy of the required degree and a photocopy of the identity card.



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Online job application:

An online application is an application for a job that is filled out online. The online job application is replacing the use of paper to apply for a job. It is a paperless job application system. Follow these instructions to apply online:

Instructions

- Before you start applying for jobs online it's important to have prepared in advance all required documents to complete online job application and to gather all the information you will need to apply.
- In order to complete online job application, you will need the following:
 - ✓ An internet access;
 - ✓ A personal email address to access online application forms;
 - ✓ A cover letter (soft copy)
 - ✓ Filled application form (soft copy)
 - ✓ Degree certificates (soft copy)
 - ✓ Other relevant documents (soft copy)
- Finally, you will need to carefully provide necessary information requested to complete your online application through the RSSB e-recruitment system.
- For more information open the following link to apply for a job in RSSB: <https://online.rssb.rw/e-recruitment>.



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Please note: the deadline for submission of application is ~~26th~~ January 2016, applications submitted after the deadline will not be accepted.

RWAGASANA Fred
Director of Human Resources and Administration Unit

19 JAN 2016

MPAMO NKUSI Marcel
Director of Corporate Services Division

