

## **VACANCY – CLINICAL NURSE**

### **COUNTRY PROGRAM MISSION:**

Alight Rwanda, formerly known as the American Refugee Committee, has been a key player in delivering impactful humanitarian programs since 1994. Operating in all five refugee camps in Rwanda, Alight provides integrated services in protection, health, livelihoods, and community development. The organization has pioneered initiatives like the SASA! methodology to promote gender equality, reduce GBV, and empower vulnerable populations. By fostering resilience and innovation, Alight Rwanda continues to make meaningful and sustainable contributions to refugee and host communities.

### **PRIMARY PURPOSE OF THE POSITION:**

The Clinical Nurse will be responsible for providing hands-on care to patients by administering medications, observing and monitoring patients' conditions, maintaining records and communicating with doctors.

### **PRIMARY DUTIES & RESPONSIBILITIES**

- Interview patients to obtain information that will guide diagnosis with thorough physical examination of the patient while in consultation
- Write all lab exams and findings in patient file and in register book
- Prescribe treatment for the patient consulted with extra attention on doses and side effects
- Make decision on which patient can be referred to medical doctor
- Make sure the consultation activities start by the scheduled time and finish when the last patient is consulted
- Perform PIT when it is necessary, and report all HIV-positive cases to HIV Program
- Ensure FP is fully integrated in consultation
- Maintain medical materials and equipment
- Coordinate with other health staff on self-assessment of clinical skills and challenges.
- Perform recordkeeping procedures when registering patients according to health center protocols
- Follow up on patients that he/she has consulted and hospitalized.
- Coordinate with other health staff on self-assessment of clinical skills and challenges.
- Organize, complete, and manage patient data files according to confidentiality/organizational protocols
- Provide information to each patient details his/her conditions, medications and health education
- Perform any other duties assigned by the supervisor, or any other ALIGHT Health Coordinator

### **EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED:**

- At least A1 Diploma in Nursing or field from a recognized university with full registration and current practicing license with relevant professional body (Rwanda Medical Council)
- 2-3 years of experience in nursing in a clinical setting in a low-resource, fast paced setting, working with vulnerable/displaced persons
- Analytical and organizational skills/experience with health data
- Demonstrated knowledge of Health Information Systems, Nutrition protocols, HIV protocols, and Primary and Reproductive Health Care concepts, including Rwandan Ministry of Health protocols and guidelines
- Experience in collecting patient data for health systems monitoring purposes.

- Excellent organizational skills
- Oral/writing skills in Kinyarwanda and English or French
- Experience working in refugee situation and/or previous experience in Rwanda

**KEY BEHAVIORS & ABILITIES:**

- Commitment to personally champion ALIGHT's Program vision and Mission and inspire others to do the same
- Excellent written and verbal communication, including effective presentation and facilitation skills
- Excellent strategic thinking, process management and problem solving skills
- Collaborative, result-oriented management style
- Initiative, resourcefulness and innovation
- Strong participatory leadership and interpersonal skills. Ability to motivate staff and lead a high performing team in a politically sensitive environment,
- Ability to prioritize multiple tasks and meet deadlines in a dynamic environment

**APPLICATION GUIDELINES:**

**Interested and qualifying candidates should submit applications to ALIGHT Rwanda Executive Director** – to include 1 page Cover Letter, degree, license, ID, an updated CV (max. 3 pages), and three names (plus titles & contacts) of relevant professional referees, to include most current Employer/ Supervisor (**All in one document**) – to the following email address only: [RWJobs@WEAREALIGHT.ORG](mailto:RWJobs@WEAREALIGHT.ORG) with the position applied for **CLEARLY indicated in the subject line**. The deadline for submission of applications is **January 22<sup>th</sup> , 2026 at 23:59**. Only shortlisted candidates will be contacted.

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*Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment.*