

# Rwanda National Olympic and Sports Committee



## JOB OPPORTUNITY

JOB DESCRIPTION	
<b>Organization:</b> Rwanda National Olympic and Sports Committee (RNOSC)	<b>Advertisement date:</b> 23rd March 2023
<b>Department:</b> Medical and Anti-Doping Commission	<b>Application date:</b> 24 <sup>th</sup> -30 <sup>th</sup> March 2023
<b>Project Title:</b> Doping Knowledge, attitude and Ethical belief among Rwandan athlete support personnel	<b>Duration:</b> 10 days
<b>Position:</b> Data collector	<b>Stipend:</b> 30,000 Rwf per day
<b>Contract Type:</b> Ten days' contract	<b>Activity level:</b> 100%
<b>Education:</b> Bachelor's degree	<b>Location:</b> Kigali Rwanda

### Purpose

This is a great opportunity to take part in the research project, "Doping knowledge, attitude and ethical belief among Rwandan athletes support personnel", funded by the World Anti-Doping agency (WADA) through 2022 Social Science Research Grant Program. This one-year research project is being implemented by RNOSC through its Medical and Anti-Doping commission.

The project seeks for candidates to join our team and conduct in-person interviews with our respondents.

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## Responsibilities/ Job description

- ✓ Explain the objectives of surveys and their procedures to people who are to be interviewed
- ✓ Interpret interview questions to assist people in understanding them and providing eloquent answers
- ✓ Assist people in filling out survey forms and explain items on survey forms
- ✓ Double-check information on survey forms or information pads to ensure the accuracy of information
- ✓ Identify and report any issues that may arise while attempting to obtain valid data
- ✓ Compile, record, and code information derived from specified forms into a predefined database
- ✓ Ensure that the supervisor is kept informed of completed assignments and progress
- ✓ Analyze the authenticity of the information provided by ensuring direct contact with each family member within a family
- ✓ Ensure that the data collected is of high quality and accurately reflects the responses received
- ✓ Upload the data into the online database, rapidly and without errors
- ✓ Conduct survey in required locations and required time

## Personal assets and skills

### The successful candidate must:

- ✓ Be fluent in Kinyarwanda and English languages.
- ✓ Have experience in conducting data collection with at least two data collection within the last two years
- ✓ Have a university level in any field
- ✓ Have effective written, oral, and interpersonal skills.
- ✓ Have excellent organizational skills and attention to details.
- ✓ Proven ability to work independently and as part of a team
- ✓ Strong critical thinking skills and excellent problem-solving skills
- ✓ Inclusiveness
- ✓ Accountability
- ✓ Communication skills
- ✓ Professionalism
- ✓ Ability to effectively understand, analyze and interpret qualitative and quantitative information collected from the field
- ✓ Ability to learn new technology quickly

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- ✓ Ability to maintain discretion and confidentiality

## Application procedures

If you are interested, please submit your CV, degree, and a motivation letter to [cnosr@olympicrwanda.org](mailto:cnosr@olympicrwanda.org) with a copy to [ncharlen@gmail.com](mailto:ncharlen@gmail.com) (mandatory) not later than **30<sup>th</sup> March 2023**.

**Note:** Only shortlisted candidates will be contacted.

Done at Kigali, 23<sup>rd</sup> March 2023



**Joseph KAJANGWE**

**Secretary General**

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