CALL FOR APPLICATIONS: PROGRAM ASSISTANT

Medical Doctors For Choice (MDFC)

Medical Doctors For Choice (MDFC) is a Rwandan organization committed to advancing sexual and reproductive health and rights (SRHR) by strengthening healthcare systems, supporting healthcare providers, promoting evidence-based advocacy, and expanding equitable access to comprehensive reproductive healthcare. We work closely with healthcare professionals, communities, policymakers, and partners to ensure that everyone can access quality, respectful, and rights-based healthcare free from stigma and discrimination.

Position Summary

MDFC is seeking a proactive, adaptable, and organized **Program Assistant** to support the effective implementation of its programs and organizational activities. The Program Assistant will provide flexible programmatic and coordination support across different areas of MDFC's work, including project implementation, activity coordination, documentation, data management, stakeholder engagement, and administrative processes.

The successful candidate will be comfortable working in a dynamic and evolving environment, able to manage multiple priorities, and willing to provide support across various functions to ensure the smooth delivery of MDFC's programs and operations. This role requires strong organizational skills, attention to detail, initiative, and a commitment to advancing sexual and reproductive health and rights.

Key Responsibilities

Program Coordination and Implementation

- Support the planning, coordination, and implementation of MDFC's programs, projects, and organizational activities.
- Assist with the coordination of training, workshops, meetings, field activities, and other program events.
- Support activity preparation, follow-up, and coordination with relevant internal teams and external stakeholders.
- Provide flexible support across program areas based on organizational priorities and emerging needs.

Documentation, Reporting, and Data Support

- Prepare and organize program documentation, including meeting minutes, activity reports, attendance records, and supporting materials.
- Maintain accurate and accessible program files and records.
- Support data collection, compilation, entry, and organization for program monitoring and reporting purposes.
- Contribute to the preparation of internal updates, reports, and other program-related documents.

Coordination and Operational Support

- Support communication and coordination with partners, consultants, healthcare providers, and other stakeholders.
- Assist with logistical and administrative arrangements related to program activities.
- Collaborate with different teams to ensure timely completion of assigned activities.
- Undertake other relevant responsibilities that contribute to MDFC's program effectiveness and organizational goals.

Qualifications and Requirements

The ideal candidate should meet the following qualifications and competencies:

- Bachelor's degree in a health-related field such as Nursing, Midwifery, Pharmacy, Public Health, Biomedical Laboratory Sciences, Physiotherapy, Occupational Therapy, Dentistry, Nutrition and Dietetics, Clinical Psychology, Medical Imaging/Radiology, Anesthesia, Environmental Health Sciences, Community Health, or any other related discipline.
- At least 1–2 years of relevant professional experience, preferably within a civil society organization (CSO), non-governmental organization (NGO), or public health program.
- Demonstrated knowledge of sexual and reproductive health and rights (SRHR) and a good understanding of the Rwandan healthcare system.
- Experience supporting program implementation, project coordination, training, workshops, or community-based activities is an added advantage.
- Ability to contribute to the development of project concept notes, proposals, and other program documents is desirable.
- Excellent organizational, analytical, interpersonal, and communication skills, with strong attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with Google Workspace tools.

- Fluency in English and Kinyarwanda, both written and spoken; knowledge of French is an added advantage.
- Ability to work independently, manage multiple priorities, and adapt to a dynamic work environment.
- Commitment to MDFC's mission, values, and principles of professionalism, confidentiality, safeguarding, diversity, equity, and inclusion.

How to Apply

Interested candidates should submit a single PDF document containing:

- Motivation Letter
- 2-page Curriculum Vitae (CV) with two referees
- Copy of National ID or Passport
- Notarized Academic Degree/Certificate
- Two (2) signed letters of recommendation: One from an academic referee and one from a current or previous employer or professional supervisor.
- Valid Criminal Record
- Any relevant professional certificates (if applicable)

Interested candidates are required to submit their applications by completing the online application form through the following link: https://forms.gle/jrRZNvmDYGVW99fW6

Application Deadline: Friday, 29th October 2026

Only shortlisted candidates will be contacted.