Terms of Reference for the Recruitment of a Digital Health Expert

Job title: Digital Health Expert

Department: Research, Innovation & Data Science

Reports to: Head of Research, Data and Grant Development

Number of positions: 1

BACKGROUND

The Center for Impact, Innovation and Capacity Building for Health Information Systems and Nutrition (CIICHIN) is a research and technical organization committed to advancing data-driven health policies, strengthening health systems, and improving public health outcomes. CIICHIN's mandate focuses on health information systems strengthening, digital health innovation, applied research, and capacity building to support countries in achieving Universal Health Coverage (UHC).

CIICHIN supports a range of local and international digital health initiatives aimed at improving health information use, strengthening interoperability, and promoting evidence-based decision-making. The organization works with partners to design and implement sustainable and scalable digital health strategies that align with national and global priorities, ensuring that data is effectively used to drive policy and program decisions.

To provide high-level technical leadership and capacity building across these efforts, CIICHIN is recruiting a Digital Health Expert with strong expertise in digital health systems, data use, and evidence-driven decision-making.

OBJECTIVE OF THE POSITION

The Digital Health Expert will support CIICHIN to:

- Strengthen digital health initiatives with a focus on data use for decision-making
- Provide technical leadership in the design, implementation, and monitoring of digital health strategies

- Support institutional and partner capacity to effectively use digital health data for policy and program improvement
- Lead the assessment and mapping of metadata across key indicators and datasets to support data governance and interoperability.
- Facilitate integration of data from national health information systems and project-specific platforms to enable harmonized analytics and reporting.
- Ensure consistency, accuracy, and harmonization of indicator definitions, metadata standards, and data structures across systems.
- Oversee the development and management of data pipelines, ensuring end-to-end data flow, quality assurance, and readiness for analysis

SCOPE OF WORK/ KEY RESPONSIBILITIES

a. Digital Health Systems Strengthening

- Provide strategic and technical guidance on digital health initiatives to ensure they are evidence-driven, standards-based, secure, and interoperable, in line with Rwanda's Ministry of Health (MoH)/Rwanda Biomedical Centre (RBC) priorities and the Health Intelligence Center (HIC) roadmap.
- Support the development and alignment of digital health strategies with national and global priorities
- Promote the institutionalization of data-driven approaches across health programs

b. Capacity Strengthening & Institutionalization

- Conduct training sessions, workshops, and mentorship programs to strengthen institutional and partner capacities
- Support the development of sustainable frameworks for digital health governance and data use
- Facilitate cross-country knowledge exchange and documentation of lessons learned
- Generate retrospective and cross-sectional analyses to identify systemic bottlenecks and trends

c. **Strategic Support & Grant Development**
   - Actively support grant proposal writing and donor engagement
   - Provide technical and strategic inputs to strengthen proposals and align them with digital health and data-use priorities
   - Identify funding opportunities and partnerships to advance CIICHIN's digital health agenda

d. **Monitoring & Reporting**
   - Prepare quarterly and annual progress reports for CIICHIN and partners
   - Document lessons learned, challenges, and opportunities from digital health implementations
   - Contribute to evaluation reports highlighting the role of data in driving decisions

REPORTING AND SUPERVISION

The Digital Health Expert will report directly to the Head of research, data and grant development at CIIC-HIN and will collaborate closely with project leads for both local and international digital health initiatives.

LANGUAGE PROFICIENCY

Fluency in English and French required to support cross-border initiatives (able to draft reports, present, and train in both languages).

QUALIFICATIONS AND EXPERIENCE

- Master's degree (or higher) in Health Informatics, Information Systems, Computer Science, or a related field
- Minimum of 3 years of combined experience in digital health systems strengthening and business analysis within health institutions.
- Strong expertise in:
  - Digital health strategy and system strengthening
  - Data use and evidence generation for decision-making
  - Health information systems and interoperability approaches
  - Demonstrated experience supporting digital health initiatives at large scale
  - Proven track record in capacity building, knowledge sharing, and technical leadership

- Experience in contributing to or leading grant proposal writing and donor engagement
- Excellent communication, presentation, and partnership management skills

HOW TO APPLY:

Interested candidates should scan and compile all application documents into a single file and submit the following:

- A cover letter outlining relevant experience and motivation.
- A detailed CV with at least three professional references.
- Copies of professional certificates(Where applicable)
- Copies of academic certificates.

Subject line: Application – Digital Health Expert

If you believe you meet the above requirements and wish to view a more detailed job description and wish to apply,

visit this link: https://ciichin.org/careers/

The application deadline is **Friday, 17th October 2025.**

Incomplete files or late applications will not be considered.

Only shortlisted candidates will be contacted.

Digitally signed
by Rubuga Felix
Kitema
Date: 2025.10.03
13:00:43 +02'00'

Dr. Felix Kitema RUBUGA
Managing Director - CIIC-HIN