

Terms of Reference / Job Description

Technical Advisor to the Director General, Higher Education Council (HEC)

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| Job title: | Technical Advisor to the Director General, Higher Education Council (HEC) |
| Reports to: | Functional/daily: Director General, Higher Education Council (HEC) Administrative : Expertise France |
| Location: | Kigali, Rwanda (duty station: HEC, Kacyiru) |
| Type of contract: | Full-time, fixed-term contract (local contract) |
| Contract duration: | 12 months |
| Job Level: | Medior level |

Overview

Expertise France is the French agency for international cooperation, under the Ministry of Europe and Foreign Affairs and the Ministry of Finance. The agency develops and implements projects that sustainably strengthen public policies in low- and middle-income countries and focuses on four priority areas:

- Democratic, economic and financial governance;
- Stability of countries in crisis/post-crisis situations and security;
- Combating climate change and favouring sustainable urban development;
- Strengthening health systems, social protection and employment.

In these areas, Expertise France engineers and implements capacity-building projects, mobilises technical expertise and acts as a project coordinator, bringing together public expertise and private know-how. With an annual business volume of 390 million euros and over 400 projects in 145 countries, Expertise France's activities are part of France's international cooperation policy and official development assistance.

Active since 2019 in Rwanda, Expertise France Rwanda implements 6 projects, primarily funded by the European Union, AFD and the French Ministry of Foreign Affairs, for a total amount of €50M. The agency's main areas of intervention in Rwanda are:

- Economic and financial governance
- Sustainable development, climate and agriculture
- Health and human development

Project Description

Through **L'Initiative** (AIDS, Tuberculosis and Malaria grant mechanism), Expertise France is supporting the Rwanda Ministry of Health in the implementation of the national **4x4 HRH Reform** — a government-led initiative approved by Cabinet in July 2023, aiming to quadruple the number of qualified healthcare workers within four years in line with Rwanda's Health Sector Strategic Plan V (2024–2029).

Through L'Initiative's 48-month, €5 million catalytic investment, the Ministry of Health, in close collaboration with the Higher Education Council (HEC), the University of Rwanda/College of Medicine and Health Sciences, the University of Global Health Equity (UGHE), professional councils, and eight public and private higher learning institutions, aims to strengthen primary healthcare through healthcare professional development.

As part of this project, Expertise France seconds a Technical Advisor to the HEC — the public institution mandated to ensure quality and accreditation of higher education in Rwanda and a key partner in the 4x4 reform implementation.

This technical assistance will support nursing curriculum harmonization in coordination with the Ministry of Health and higher learning institutions. This position is fully embedded within HEC and works under the functional authority of the Director General of HEC for day-to-day operations, while remaining an Expertise France staff member for all contractual, HR, and administrative matters.

Institutional Context: Higher Education Council (HEC)

The Higher Education Council (HEC) is a public institution established by Presidential Order No. 081/01 of 28 August 2020 and published in the Official Gazette No. Special of 04 September 2020. The institution is mandated to promote and enhance the quality of higher education, improve teaching and learning modalities within higher learning institutions, and ensure that graduates possess the knowledge, competencies, and skills necessary to contribute to the welfare of Rwandan citizens and the socio-economic development of the country.

In line with this mandate, HEC, in close collaboration with the Ministry of Health and Expertise France, is implementing a strategic initiative to strengthen the quality, harmonization, and relevance of nursing education through the development of a benchmark standardized curriculum for nursing training institutions across Rwanda. This initiative seeks to align nursing education programs with national priorities, competency-based education approaches, and international standards in health professional training, while ensuring the production of a competent and responsive healthcare workforce capable of addressing current and future health sector needs, in line with the 4x4 reform.

Supervision and Reporting Arrangements

Administrative reporting — Expertise France/L'Initiative's Program Manager

As the contracting employer, Expertise France retains full responsibility for the expert's contract, remuneration, HR matters, and compliance with Expertise France's internal policies and procedures. The expert reports administratively to the EF/L'Initiative's Program Manager, who is responsible for:

- Countersigning monthly timesheets and activity reports;
- Conducting periodic performance reviews (mid-term and end-of-contract), in consultation with the HEC Director General;
- Validating deliverables against the project work plan and contractual obligations;
- Coordinating with EF's Kigali-based Project Support Unit (PSU) for all HR, administrative, and financial matters.

Functional reporting — Director General, HEC

For all operational and technical matters, the expert works under the functional authority of the Director General of the Higher Education Council. The Director General provides day-to-day guidance on priorities, assigns tasks within the agreed scope of work, and approves the expert's participation in meetings, missions, and workshops. The Director General is the primary point of contact for the expert's daily work.

The Director General of HEC is invited to contribute to the expert's end-of-contract performance assessment, providing written input to Expertise France on the quality and relevance of the expert's contribution.

The Role

The Technical Advisor will provide high-level technical, strategic, and coordination support to the Director General of HEC, particularly in leading the development of the benchmark standardized nursing curriculum and ensuring efficient management of the Director General's office. As an Expertise France expert seconded to HEC, the Technical Advisor will work fully embedded within HEC under the functional authority of the Director General, while maintaining an administrative reporting line to Expertise France. His/her main responsibilities will be:

4.1 Technical Coordination of Nursing Curriculum Development

- Coordinate the overall process for the development of the benchmark standardized curriculum for nursing education institutions;
- Work closely with the HEC technical team to establish and support curriculum development technical working groups;
- Facilitate coordination between HEC, Ministry of Health, universities, nursing schools, professional councils, and development partners;
- Ensure alignment of the curriculum with national qualification frameworks, accreditation standards, and international best practices;
- Support the integration of competency-based education approaches into the curriculum framework;
- Coordinate and support the review of existing nursing curricula and propose harmonized approaches and improvements;
- Coordinate consultations, technical reviews, validation workshops, and dissemination activities related to the curriculum;
- Prepare technical reports, concept notes, meeting briefs, and policy debriefs.

4.2 Support to the Director General's Office

- Support the planning, coordination, and follow-up of the Director General's relevant daily and strategic operations;
- Coordinate meetings, official appointments, workshops, and stakeholder engagements involving the Director General;
- Review reports of nursing programs and prepare briefing notes, talking points, presentations, and official correspondence for the Director General;
- Ensure timely follow-up on action points, decisions, and institutional commitments;
- Facilitate communication and coordination between the Director General's office and internal/external stakeholders;
- Support the organization and documentation of high-level meetings and missions;
- Monitor implementation progress of strategic priorities under the Directorate General.

4.3 Stakeholder Engagement and Institutional Coordination

- Maintain regular communication with key partners and institutions involved in higher education and health workforce development;
- Represent the Director General in technical meetings when delegated;
- Strengthen collaboration and information-sharing among stakeholders;
- Support resource mobilization discussions and coordination with technical and financial partners, including Expertise France and AFD.

4.4 Monitoring, Reporting, and Quality Assurance

- Ensure quality assurance throughout the curriculum development process;
- Develop activity tracking tools and implementation monitoring frameworks;
- Prepare periodic progress reports and updates for HEC leadership, and partners;
- Submit monthly activity reports to the EF/L'Initiative's program manager as required under the administrative reporting arrangement.

Expected Deliverables

1. Inception report and detailed work plan (within 30 days of start);
2. Coordination framework for curriculum development activities;
3. Assessment report of existing nursing curricula;
4. Draft and final benchmark standardized nursing curriculum;
5. Reports from consultations, workshops, and validation meetings;
6. Monthly agenda coordination and activity tracking reports for the Director General's office;
7. Monthly activity reports to EF/L'Initiative's Program Manager;
8. Technical briefs, presentations, and institutional reports as required;
9. Final activity report with recommendations.

Profile

Qualifications

- A Bachelor's degree or higher in one or more of the following fields: Health Education, Public Health, Higher Education Management, Education Planning and Administration, Health Policy and Management, Project Management, or Business Administration.
- Additional training or certification in curriculum development, leadership, project coordination, higher education quality assurance, or prior experience in a public, academic, or international institution is an asset.

Professional Experience

- Minimum 1–3 years of relevant professional experience in higher education, health professional education, or institutional coordination.
- Experience working with government institutions, higher education councils, universities, ministries, or development partners;
- Proven experience in coordination and management of senior executive offices or high-level institutional programmes is highly desirable;
- Experience organizing technical workshops, stakeholder consultations, and strategic meetings;
- Experience working in Rwanda's health or education sector is a strong asset.

Skills and Competencies

- Strong leadership, coordination, and organizational skills;
- Excellent technical writing, reporting, and communication skills;
- Ability to work under pressure and manage multiple priorities;
- High level of professionalism, discretion, and confidentiality;
- Strong interpersonal and stakeholder engagement skills, including with government institutions, NGOs, and development partners;
- Ability to translate technical concepts to a wide variety of audiences;
- Proficiency in Microsoft Office applications and virtual collaboration tools; familiarity with AI-assisted productivity tools is an asset;
- Excellent command in English and Kinyarwanda required.

Additional Information

- Desired start date: As soon as possible
- Application deadline: July 15, 2026
- **Remuneration:** Competitive remuneration will be offered according to Expertise France's salary scale and the candidate's qualifications and experience.



How to Apply

Please apply via the following link: https://expertise-france.gestmax.fr/15730/1/ta-to-the-hec-dg-office-h-f/en_US

Please provide your CV and cover letter (no longer than 2 pages each), as well as three professional references with contact details. Candidates are invited to submit their application as soon as possible. Expertise France reserves the right to pre-select candidates before the application deadline.