

INTERNAL ADVERTISEMENT FOR POST OF HEADS OF ACADEMIC DEPARTMENTS

Candidates are invited to apply for the posts of Heads of Departments available in the School of Education as follows:

- a. Department of Early Childhood and Primary Education
- b. Department of Foundations, Management and Curriculum Studies
- c. Department of Humanities and Language Education.
- d. Department of Mathematics, Science and Physical Education

Minimum requirements

- PhD from a reputable university;
- A research profile evidenced by publications in peer reviewed journals, book chapters or books;
- At least six (3) years of teaching and research and community service

Key Technical Skills and Knowledge required

- Understanding of the current national development and trends in higher education and training in Rwanda, regionally and globally;
- Demonstrate a strategic vision for the development of innovative research, education and knowledge transfer in College programmes;
- Demonstrate commitment to innovative leadership and change management;
- Excellent communication, interpersonal, organizational and networking skills;
- Have a high ethical standards, integrity, accountability and professionalism
- Strong academic credibility, intellectual curiosity and sympathy for the values and culture of the University, including its students and their concerns;
- Demonstrate commitment to promotion of ICT in education in the Department

Duties and responsibilities

Educational Leadership

- Provide leadership in the development of the Department as a centre for innovation and excellence in education;
- Develop and encourage a collegial environment and shared Departmental vision that fosters and values educational excellence;
- Monitor and respond to national and institutional educational performance indicators and foster a culture of performance improvement;
- Implement the Department's curriculum reform and renewal in alignment with the School's and College's educational priorities, policies, plans, profiles and goals;
- Be responsible and accountable for the Departmental education portfolio, projects and budget;
- Liaise with other Departments and Units in an endeavour to promote educational excellence;



Educational Planning and Quality Assurance

- Undertake a leadership role in the Department's strategic planning process;
- Lead the Department's quality assurance processes;
- Lead the Department in learning teaching assessment and evaluation for learning
- Provide input to the development and implementation of the College's educational policies and ensure they are complied with at Departmental level;
- Develop risk management strategies in relation to teaching and learning;
- Develop strategies for promoting staff development and recognition in the area of learning, teaching research and community engagement
- Develop and support strategies to attract external funding for research and innovation;

Educational Collaboration and Engagement

- Proactive and effective links with disciplinary and professional bodies, government departments, authorities and organizations relevant to the Department's educational activities;
- Maintain links with graduates and their employers to ensure the ongoing review of educational activities.

Tenure and Appointment

The appointment to these positions is tenable for a period of **three (3)** years and renewable once subject to performance

Remuneration

Allowances and benefits accruing to this post will be in accordance with the University Policy.

Application Procedures

- Applicants should submit their letters of intent and curriculum vitae to the Principal's Office at Rukara Campus, to reach him not later than **5 00 P.M on 15th February 2018**
- Only applicants meeting all the minimum requirements shall be shortlisted

Done at Rukara on Wednesday 31/01/2018


George K. Njoroge
Principal

