

## **JOB ADVERTISEMENT**

The University of Rwanda is a public institution of Higher learning committed to support the development of the country through the generation and advancement of knowledge and innovation among other core activities. In that regard, the University through its Single Project Implementation Unit (UR-SPIU) is implementing four (4) African Centers of Excellence under the Eastern and Southern African Higher Education Centers of Excellence Project (ACEII) funded by the World Bank. To ensure optimal functioning of the ACE II, UR-SPIU calls for qualified and motivated candidate to apply on the following positions for the period of one year renewable based on performance.

### **1. COMMUNICATION AND MARKETING SPECIALIST (1 post)**

#### **Duties and responsibilities**

The incumbent will be required to perform the following:

- Responsible for the development and execution of ACEs Marketing and Communications Strategy;
- Oversee the implementation of ACEs Marketing and Communication Strategy;
- Liaise with ACEs partners and other relevant institutions to ensure continued delivery of the ACEs Communication and Marketing strategy;
- Ensure the day-to-day content management of the ACEs websites;
- Collaborate with ACEs implementing teams to ensure adverts and events are covered and posted on the websites;
- Collaborate with UR and SPU communication teams to cover major achievements as well as events of the ACEs;
- Creating and planning marketing campaigns and evaluating their success;
- Creating and developing new innovative ways to communicate the ACEs message to the Public;
- Evaluating the effectiveness of all marketing activity;
- Proof reads all marketing materials, website content, and publications for accuracy, branding, and compliance;
- Seek opportunities for partnerships, sponsorships and advertising;
- Ensures proper documentation of ACEs information from initiation to closure;
- Perform any related tasks as may be assigned by the Directors of Centres of Excellence

#### **Qualification and required skills**

- Masters in Marketing, Communication, Journalism and Mass Communication;
- At least 3 years of experience in communication or marketing positions;
- Strong familiarity with the applications of social media platforms (Facebook, Twitter, YouTube, LinkedIn, etc.);

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- Excellent writing, design and editing (photo/video/text), presentation and communication skills;
- Positive attitude, detail and customer oriented with good multitasking and organizational ability;
- Experience of working with relevant specialized equipment, software/hardware;
- Excellent interpersonal and communicational skills, both written and verbal, in English;

**2. CENTER ADMINISTRATOR IN CHARGE OF POSTGRADUATE STUDIES AND RESEARCH (1post)**

**Duties and responsibilities**

The incumbent will be required to:

- Provide a high level support to Postgraduate and Professional students under the Center of Excellence for Data Science including but not limited to acting as the first point of contact for initial enquiries;
- Provide advice and support to applicants throughout the admission process;
- Ensure quick and accurate processing of applications;
- Maintain the admission database and ensure proper recording;
- Arrange interviews for applicants to the ACE-DS courses;
- Support the Head of Training and Head of Research in day to day management of Masters and PhD programs;
- Process and maintain the database related to the postgraduate and professional short-course students including personal details, academic and research records among others;
- Assist the Head of Training with marketing and promotional activities for postgraduate studies;
- Assist the Head of Research in the administration of research activities.

**Qualification and required skills**

- Master's degree in Education, Social Sciences, Economics, Public Administration and other related fields with 3 years of experience or Bachelor's degree in the above subjects with 5 years of experience;
- Experience of three years in higher education will be an added value;
- Computer literate with very good knowledge of MS Office (Word, Excel, Access and Power Point);
- Excellent communication in English is a must;
- Promptness in performing assigned tasks.

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**3. MONITORING AND EVALUATION OFFICER (1post)**

**Duties and responsibilities**

The incumbent will be required to:

- Develop and implement the project M&E plan with regards to the project Logical Framework
- Perform regular data collection and ensure quality of the collected data;
- Analyze, discuss findings toward proper achievement of project targets;
- Participate actively in project planning process and budgeting;
- Prepare and present to the implementing teams the project progress reports as required by project funders and partners;
- Conduct on regular basis the stakeholders and beneficiary satisfaction surveys;
- Document lessons learnt from one center to another;
- Provide technical support to the implementing team based on evidences and best practices learnt from other similar projects;
- Participate in proposal writing to attract further funds toward financial sustainability of centers;
- Perform any other tasks that may be assigned by the competent authority.

**Qualification and required skills**

- Master's degree in Project Management, Economics, Business Studies, Statistics, Management or Development Studies with at least 3 years of experience or Bachelor's degree in the above subjects with 5 years of experience;
- Computer literate with very good knowledge of MS Office ( Word, Excel, Access and Power Point);
- Excellent communication in English;
- Promptness in performing assigned tasks;

**Application procedures**

Interested and qualified candidates should submit their applications online to [pdaf@ur.ac.rw](mailto:pdaf@ur.ac.rw) and with a copy to the [infospiu@ur.ac.rw](mailto:infospiu@ur.ac.rw). The application file must be a **single PDF file** and contain the following documents:

1. Application letter in English addressed to UR-SPIU Coordinator
2. A detailed CV
3. A copy of academic degree
4. A copy of proof of previous relevant experience
5. A copy of ID or passport

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The deadline for submission of application is **10<sup>th</sup> February 2019**. Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 30<sup>th</sup> January 2019

  
**Immaculate BUGINGO**  
**Ag. Coordinator**  
**Single Projects Implementation Unit (SPIU)**  
**University of Rwanda**

