



Internal Job Opportunities for Academic Leadership Positions of Head of Department

The University of Rwanda, College of Medicine and Health Sciences wishes to recruit qualified UR-CMHS staff to fill the following academic leadership positions as Head of department in various departments in the Schools of CMHS

Job title: Head of Department

The position of Head of Department (HOD) is crucial for the effective functioning of the University of Rwanda, as the HOD is the most important communication link between the University and individual members of academic staff, as well as students. The HOD is a leader, manager and key administrator, contributing to the full functioning of the University. The HOD reports to the Dean of the School.

Key Responsibilities:

- To coordinate teaching and research activities at department level
- To ensure quality teaching and learning in line with the University's core mandate
- To organize assessment and evaluation of students
- To ensure academic leadership
- To ensure staff development and management
- To manage financial and infrastructure of the department
- To articulate and implement a clear strategic vision for the department which aligns with the School and University

1. SCHOOL OF MEDICINE AND PHARMACY

S/N	Position	Requirements
1.	Head of Pharmacy Department (1)	<ul style="list-style-type: none">- Having a PhD Degree in Pharmacy related field.- Must be at least a Lecturer- Must have at least 3 years' experience of teaching in the Pharmacy department- Must be registered with the National Pharmacy Council (NPC)
2.	Head of Clinical Psychology Department (1)	<ul style="list-style-type: none">- Minimum qualification of a Master's degree in Clinical Psychology- At least Assistant Lecturer- Must have at least 3 years' experience of teaching in the Clinical Psychology department
3.	Head of Primary Health	<ul style="list-style-type: none">- Minimum qualification of a Bachelor of Medicine and Surgery and a Master's degree in Primary Health care or related fields.



	Care Department (1)	<ul style="list-style-type: none">- At least Assistant Lecturer- Must have at least 2 years' experience of teaching in the department.- Must be registered with the Rwanda Medical and Dental Council (RMDC).
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2. SCHOOL OF NURSING AND MIDWIFERY

S/N	Position	Requirements
1.	Head of General Nursing Department (2)	<ul style="list-style-type: none">- Minimum qualification of a Master's degree in a Nursing pathway.- At least Assistant Lecturer- Must have at least 2 years' experience of teaching in the department- Must be registered with the National Council of Nurses and Midwives (NCNM), with a valid license of practice
2.	Head of Midwifery Department (1)	<ul style="list-style-type: none">- Minimum qualification of a Master's degree in Midwifery or Women's Health, or Neonatology with a background of midwifery- At least Assistant Lecturer- Must have at least 2 years' experience of teaching in the department- Must be registered with the National Council of Nurses and Midwives (NCNM), with a valid license of practice
3.	Head of Mental Health Nursing Department (1)	<ul style="list-style-type: none">- Minimum qualification of a Master's degree in Psychiatric Nursing or other nursing related specialty with a background of mental health nursing- At least Assistant Lecturer- Must have at least 2 years' experience of teaching in the department.- Must be registered with the National Council of Nurses and Midwives (NCNM), with a valid license of practice

3. SCHOOL OF HEALTH SCIENCES

S/N	Position	Requirements
1.	Head of Department of Prosthetics & Orthotics	<ul style="list-style-type: none">- Minimum qualification: Bachelor's degree in Prosthetics, Orthotics. Master's degree in Prosthetics, Orthotics or Rehabilitation would be an advantage.- Must have at least 2 years' experience of teaching in the department or an equivalent program- Must be registered with RAHPC with a valid license of practice



2.	Head of Department of Biomedical Laboratory Sciences	<ul style="list-style-type: none"> - Minimum qualification: Master's degree in one of the Biomedical Laboratory Sciences' field (PhD is an advantage) - Must have at least 2 years' experience of teaching in the department or an equivalent program - Must be registered with RAHPC with a valid license of practice
3.	Head of Department of Clinical Medicine and Community Health	<ul style="list-style-type: none"> - Minimum qualification: Master's degree in one of the Clinical/ Basic orientation of CMCH (PhD or MMed an advantage) - Must have at least 2 years' experience of teaching in the department or an equivalent program - Must be registered with RAHPC with a valid license of practice
4.	Head of Department of Ophthalmology	<ul style="list-style-type: none"> - Minimum qualification: Bachelor's degree in Ophthalmology or Optometry. Master's degree/Level in Ophthalmology or Optometry would be an advantage. - Must have at least 2 years' experience of teaching in the department or an equivalent program - Must be registered with RAHPC with a valid license of practice
5.	Head of Department of Anesthesia	<ul style="list-style-type: none"> - Minimum qualification: Master's degree/Level in Anesthesia (NPA) or Anesthesiology - Must have at least 2 years' experience of teaching in the department - Must be registered with RAHPC with a valid license of practice
6.	Head of Department of Medical Imaging Sciences	<ul style="list-style-type: none"> - Required qualification: Master's degree/ Level in one of the Medical Imaging Sciences' field - Must have at least 2 years' experience of teaching in the department or in an equivalent program - Must be registered with RAHPC with a valid license of practice
7.	Head of Department of Physiotherapy	<ul style="list-style-type: none"> -Minimum qualification: Master's degree/ Level in Physiotherapy or Rehabilitation -Desirable: PhD in Physiotherapy or Rehabilitation - Must have at least 2 years' experience of teaching in the department or in an equivalent program - Must be registered with RAHPC with a valid license of practice

4. SCHOOL OF PUBLIC HEALTH

S/N	Position	Requirements
1.	Head of Environmental Health Sciences Department	<ul style="list-style-type: none"> - Minimum qualification of Master's degree in a field related - At least Assistant Lecturer - Must have at least four years' experience of teaching in the department



2.	Head of Human Nutrition and Dietetics Department	<ul style="list-style-type: none"> - Minimum qualification of Master's degree in a field related - At least Assistant Lecturer - Must have at least four years' experience of teaching in the department
3.	Epidemiology and Biostatistics Department	<ul style="list-style-type: none"> - Minimum qualification of Master's degree in a field related - At least Lecturer - Must have at least 4 years' experience of teaching in the department
4	Community Health	<ul style="list-style-type: none"> - Minimum qualification of Master's degree in field related or PhD - At least Lecturer - Must have at least four years' experience of teaching in the department
5	Health Policy, Management, and Economics	<ul style="list-style-type: none"> - Minimum qualification of Master's degree in field related or PhD - At least Lecturer - Must have at least four years' experience of teaching in the department

5. SCHOOL OF DENTISTRY

S/N	Position	Requirements
1.	Head of Community and Preventive Department	<ul style="list-style-type: none"> - Minimum qualification of a Master's degree of Dentistry or any other health related field - At least Lecturer - Must have at least 2 years' experience of teaching in the department - Must be registered with the Rwanda Allied Health Sciences Professional Council (AHPC), with a valid license of practice - Proven capability as an academic leader involved in research and teaching programs - Effective communication and relationship management skills with the ability to be build trust and create motivating environment and students
2.	Head of Prosthodontics and Restorative Department	<ul style="list-style-type: none"> - Minimum qualification of a Clinical Master's degree in any dentistry field - At least Lecturer - Must have at least 2 years' experience of teaching in the department - Must be registered with the Rwanda Medical and Dental (RMDC), with a valid license of practice - Proven capability as an academic leader involved in research and teaching programs - Effective communication and relationship management skills with the ability to build trust and create motivating environment for staff and students



Application Procedure

Interested candidates should submit their application comprising of: Motivation letter, detailed Curriculum Vitae, copies of academic and professional certificates and copy of registration/license of their relevant professional council to Principal.cmhs@ur.ac.rw and copy to drhremhs19@mail.com not later than 24th June 2021

Done at Remera on 16/6/2021

A handwritten signature in blue ink, appearing to read 'N. Rujeni'.

Dr. Nadine RUJENI

Acting on behalf of the Principal, UR-CMHS

