



**OFFICE OF THE COORDINATOR**

**RE-ADVERTISING THE POSITIONS FOR ADMINISTRATORS OF POSTGRADUATE STUDIES AND RESEARCH FOR AFRICAN CENTRES OF EXCELLENCE (ACEs)**

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 Rwanda- Single Project Implementation Unit (UR-SPIU) is coordinating the implementation of four (4) African Centers of Excellence (ACEs) under the Eastern and Southern African Higher Education Centers of Excellence Project funded by World Bank.

To ensure optimal functioning of ACEs, UR-SPIU calls for qualified and motivated candidate to apply on the following positions for the period of one year renewable based on performance.

**ADMINISTRATORS FOR POSTGRADUATE STUDIES AND RESEARCH (3 POSITIONS)**

**Duties and responsibilities**

The incumbent will be required to:

- Provide a high level of support for the postgraduate and in-service students under the ACEs 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 the quick and accurate processing of applications;
- Maintain the admission database and proper recording;
- Arrange interviews for applicants to the ACEs programs/courses;
- Support the Head of Teaching and Learning and Head of Research in day to day management of Masters and PhD programs;
- Process and maintain the database related to the postgraduate and short-course students including personal details, academic and research records among others;
- Assist the Head of Teaching and Learning and Head of research in marketing and promotional activities for postgraduate studies and all activities related to PG studies;

- Assist the Head of Research in the administration of research activities;
- Perform any related tasks as may be assigned.

### **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 literacy with very good knowledge of MS Office (Word, Excel, Access and Power Point etc).
- Excellent communication (both oral and written) in English is a must;
- Teamwork and promptness in performing assigned tasks.

### **Application Procedure**

Interested and qualified candidates should submit their applications online to the [infospiu@ur.ac.rw](mailto:infospiu@ur.ac.rw) and with a copy to [urspiucoor@gmail.com](mailto:urspiucoor@gmail.com). The title of the position should be clearly indicated and application file must be a single PDF file and should contain the following documents:

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

**The deadline for submission of the application is set on 14<sup>th</sup> January 2020.** Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 7<sup>th</sup> January, 2020

  
**Immaculate BUGINGO**  
**Coordinator**  
**Single Project Implementation Unit (SPIU)**  
**University of Rwanda**

