



OFFICE OF THE COORDINATOR

**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.

The University of Rwanda 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. It is in this regard, UR-SPIU calls for qualified and motivated candidates to apply on the following positions for the period of one year renewable based on performance.

**1. Laboratory Research Engineer (1position) for ACE in Internet of Things**

**Job Responsibilities:**

- Serves as the technical lead for the laboratories.
- Supervise the work of Research Assistants, and Technicians at the Laboratories.
- Maintains the inventory of the ACEIoT laboratories.
- Maintains the accessibility and the security of the laboratories
- Plans and directs applied research projects and IoT test beds related to the research topics of the PhD and Masters students.
- Maintains the equipment and components of the ACEIoT laboratories.
- Plans and executes Laboratory research and consultancy requests.
- Support PhD students to acquire equipment or supplies necessary for the project prototyping.
- Demonstrates sustained innovation and creativity leading to significant project accomplishments without much supervision.
- Make sure project results may be visible/impactful to the community and the ACEIoT research mission.
- Demonstrates superior scope in contributing to R&D and Technology Transfer to companies enhancing the sustainability of ACEIoT
- Leads the development and implementation of new and/or expanded technical infrastructure of the laboratories
- Offer relevant laboratory trainings to Staff and Students.
- Performs any other duties assigned by the Center Director.



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**Educational requirements:**

- Candidates with a minimum qualification of Master's degree in the field of Wireless
- Communications or Embedded Computing Systems with an exceptional research record.

**Experience requirements:**

Candidates should have **at least 6** years' experience in related research laboratories and sufficient professional experience to assure competence as a fully functional Engineer.

Candidates should also have experience in guiding large and significant projects of national or international significance.

**2. IT Officer (1 position): ACE in Innovative Teaching and Learning Mathematics And Science**

Duties and responsibilities

- Responsible for all ICT duties within the Center
- Managing, upgrading and maintaining hardware, software and database.
- Managing and updating the Centre's website
- Liaise with UR, UR-CE Web-managers and Communication Specialist to ensure visibility of the Centre on all UR, UR-CE websites and social media
- Liaise with ACEITLMS staff to get updated with current activities/events
- Including content, videos, and photos to update website
- Manage and maintain the ICT lab of the Centre for proper use
- Monitor web server and site technical performance
- Assist in administration/work related to integration of ICT in teaching/learning and research.
- Provide technical assistance for the development of software and simulation experiments
- Perform any other ICT related duties assigned by line manager/competent authority.

**Educational requirements:**

- Candidates with a minimum qualification of Bachelors in IT related fields;

**Experience requirements:**

Candidates may have **at least 2** years' experience in IT solutions development, web design and system maintenance.





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3. Project Accountant (3 positions) for ACEs

<i>Functions</i>	<i>Tasks</i>
1. Prepare payments for both ordinary and development budget	<ul style="list-style-type: none"><li>▪ Receive purchase orders and requests for payments through BNR.</li><li>▪ Process payment through local mode (indirect payments).</li><li>▪ Ensure approval of payment and submission to BNR</li><li>▪ Check regularly payments made by BNR</li><li>▪ Strengthen and maintain network with UR finance staff, BNR and MINECOFIN focal persons.</li></ul>
2. Filling of accounting documents	<ul style="list-style-type: none"><li>▪ Put in place a proper filling system</li><li>▪ Ensure regular filling of accounting documents for all payments</li><li>▪ Facilitate internal and external audits.</li><li>▪ Responsible for transparent and consistent filing of all accounting, banking and cash management documents.</li><li>▪ Check and control to ensure quality and completeness of justification and supporting accounting documents of all expenses following financial guidelines.</li></ul>
3. Produce monthly, quarterly and annual financial statements	<ul style="list-style-type: none"><li>▪ Prepare bank accounts reconciliation statements</li><li>▪ Analyze financial statements for consistency</li><li>▪ Correct errors found in financial statements</li><li>▪ Consolidate the accounting information and fill in the reporting format provided Project partners and by MINECOFIN</li><li>▪ Follow up the approval of the financial statement report and submit development partners, UR and to MINECOFIN in due time</li><li>▪ Ensure accounting coding and budgeting lines are correct: this includes verification of financial reports, expenses and supporting documents.</li><li>▪ Work with internal and external audits to carry out Quarterly and annual audits.</li></ul>
4. Declare and pay VAT and withholding taxes of UR SPIU service providers	<ul style="list-style-type: none"><li>▪ Identify UR SPIU service providers whose VAT and withholding taxes are to be declared and paid.</li><li>▪ Fill in the RRA format for both VAT and withholding taxes.</li><li>▪ Process online declaration of VAT and withholding taxes through RRA website and print acknowledgement receipts.</li><li>▪ File monthly VAT and withholding taxes declarations.</li></ul>



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<p>5. Budgeting and financial planning</p>	<ul style="list-style-type: none"> <li>▪ Provide all necessary accounting data and information to the Director of Administration and finance for UR SPIU and the staff, for them to be able to follow up on budget and planning.</li> <li>▪ Assist the director of finance in the elaboration of financial reports, budgets or plans</li> </ul>
<p>6. Banking &amp; cheque and cash management.</p>	<ul style="list-style-type: none"> <li>▪ Prepare Bank register and keep cheques.</li> <li>▪ Verify staff payroll for bank transfers at the end of each month.</li> <li>▪ Ensures all invoices from external parties (contractors, suppliers etc) are paid in due time, by bank transfer, cheque or cash and arrange those documents by date: His task is preparing bank transfer and cheque documents; and manages pipe line payment to external parties.</li> <li>▪ Act as an inputter at first level in BNR online system.</li> <li>▪ Check and approve payment documents and further the request to Director of Finance then finally to Executive Secretary for final approval.</li> <li>▪ Attend and record all bank transactions, maintain bank accounts, ensure monthly bank statements and account overviews.</li> <li>▪ Responsibility for the cash management: this includes regular daily cash counts, verification of balance of cash book and cash-on-hand, establishment and signature of cash count statements.</li> </ul>

**Job requirements**

Relevant Qualifications	Compulsory	Desirable	Added Advantage
Bachelor's degree or AO in Finance, Accounting, specialized in Accounting and Finance or Monetary and Banking specialization (C).	x		
Master's degree in Finance, Accounting specialized in Accounting and Finance (A).			x
Accounting Professional Qualification recognized by IFAC (ACCA, CPA) (D)			x
Relevant experience of at least 2 years in	x		





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Finance, Accounting, Management.			
Experience of working with different accounting Finance software in use is an added advantage.			X
Experience of working independently and without close supervision.		X	
Working knowledge of the activities of other functions of the institution relevant to the department.		X	

**Application procedures**

Interested and qualified candidates should submit their applications online to the [infospiu@ur.ac.rw](mailto:infospiu@ur.ac.rw) with copy to [urspiucor@gmail.com](mailto:urspiucor@gmail.com), with mention of **job title** in e-mail subject. The application file must be a **single PDF** file and contain the following documents:

1. Application letter in English addressed to the UR-SPIU Coordinator
2. A detailed Curriculum Vital
3. A copy of academic degree
4. A copy of ID or passport

The deadline for submission of application is 12<sup>th</sup> May 2019. Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 29<sup>th</sup> April, 2019

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

