



UNIVERSITY of
RWANDA

Advert for Job Opportunities

The University of Rwanda (UR) is a public institution of high learning committed to support the development of the country through the generation and advancement of knowledge and innovation among other core activities. It is with this regards that the University of Rwanda (UR) seeks to recruit competent and qualified staff to occupy different full time administrative staff positions as summarized in the table below:

| SN | Job Title | Location | Minimum Qualification | Job Descriptions | Level of Post | Number of Positions |
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| 1 | Director of Research and Innovation | UR-Head Office | <ul style="list-style-type: none">- PHD in any field- Must be at Full professor rank- At least five (5) years working experience in the area related to research and teaching- At least 5 publications in peer reviewed journals. | <ul style="list-style-type: none">- Secretariat of the Research and Innovations Committee- Undertaking research clearance and ethics clearance of foreign researchers- Undertaking initiatives that ensure research productivity, quality, recognition and influence of UR nationally and globally | 2:III | 1 |

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| | | | | <p>(publications, affiliation of researchers, exchange of staff and students, Masters and PhD students produced, and Postdoctoral fellows hosted)</p> <ul style="list-style-type: none"> - Undertaking activities that inculcate an institutional research culture (capacity building and facilitation of colleges research managers for networking, internationalization and seminars organization; facilitating training of trainers in research and Supervision of Postgraduate students for colleges) - Developing postgraduate research and publications and ensuring staff and postgraduate students publish their research in leading journals - Building on research produced by UR for benefits to the economy, society, public policy, culture, and quality of life - Creating a research environment that sustainably supports research | | |
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| | | | | <p>outputs, effective dissemination of research and application of research</p> <ul style="list-style-type: none"> - Building up evidence both qualitative and quantitative and communicating research - Monitoring and evaluation of institutional research performance - Research management (implementation of institutional research strategy) - Coordination of capacity building in research training - Coordination of institutional participation in global rankings - Coordination of large grants proposal writing - Coordination of Centres of Excellence | | |
| 2 | Director of Post graduate studies | UR-Head Office | <ul style="list-style-type: none"> - PHD in any field - Must be at Full professor rank - At least five (5) years working experience in the area related to postgraduate teaching and research | <ul style="list-style-type: none"> - Participate in the recruitment of postgraduate students - Ensure that the college admissions policy is followed in postgraduate programs. | 2:III | 1 |

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| | | | <ul style="list-style-type: none"> - At least 15 publications in the peer reviewed Journals | <ul style="list-style-type: none"> - Represent postgraduate teaching in academic staff recruitment and promotion. - Ensure students and supervisors have a clear and mutually understood mechanism to raise concerns at a departmental level. - Approve thesis or research dissertation supervisors of postgraduate students. - Ensure administration of postgraduate teaching, including Departmental placement policy for postgraduate students. - Approve nominations of examiners during research defense. - Approve curriculum of masters and PhD program. - Oversee the departmental processes for progression of doctoral students. | | |
| 3 | Director of teaching and learning enhancement | UR-Head Office | <ul style="list-style-type: none"> - PHD in Education with University education experience, preferably at Senior Lecturer rank or higher | <ul style="list-style-type: none"> - Chairing committee meetings on the development of policies, regulations, procedures and annual | 2:III | 1 |

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| | | | <ul style="list-style-type: none"> - At least three (3) years working in University or higher learning institutions - Significant experience in pedagogy, teaching and institutional methods will be preferred. - At least 5 publications in peer reviewed journals. | <ul style="list-style-type: none"> - action plan for the UR teaching and learning enhancement - Presentation of the policies, regulations and procedures of the UR teaching and learning enhancement to the academic council for approval - Organizing trainings and assessment based on an established International standards - Make recommendations on student entry qualifications and enrolment in line with the Government directives on gender balance. | | |
| 4 | Director of Center for Innovation and Entrepreneurship (D-CIE) | UR-Head Office | <ul style="list-style-type: none"> - PHD in any field - Should be at Senior Lecturer rank or higher - At least three (3) years working experience in the area related to Innovation and Entrepreneurship - At least 5 publications in peer reviewed journals. | <ul style="list-style-type: none"> - Contribute to the University goals for diversity, business and employability, community vitality and wealth creation for all. - Lead new thinking and nurture new ideas from concept, through pilot and into mainstream activity. - Accountable for the leadership and strategic direction and oversight of the operation, management and | 2:III | 1 |

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| | | | | <p>delivery of the UR innovation and enterprise functions.</p> <ul style="list-style-type: none"> - Lead and manage innovative approaches to student business challenges and work with teams across UR to deliver member and customer centric products and services | | |
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- **Tenure and appointment:**

University of Rwanda (UR) has an equal opportunity and affirmative action employer and encourages applications from women and persons with disabilities.

- **Application Procedure:**

Applicants should submit their motivation letters addressed to the Vice Chancellor, detailed curriculum vitae, copy of national ID, copies of required degrees and certificates to dir.hr@ur.ac.rw and copy to urrecruitment9@gmail.com not later than 18/02/2022.

Done at Kigali... 18/02/2022

Prof. Alexandre Lyambabaje
Vice Chancellor

