



## OFFICE OF THE PRINCIPAL

### INTERNAL ADVERTISEMENT FOR POST OF HEADS OF ACADEMIC DEPARTMENTS

The management of the University of Rwanda-College of Education is inviting the eligible academic staff members to apply for the posts of Heads of Departments available in the School of Education as follows:

- Department of Early Childhood and Primary Education
- Department of Foundations, Management and Curriculum Studies
- Department of Humanities and Language Education.
- Department of Mathematics, Science and Physical Education

#### Minimum requirements

- A PhD degree in the field relevant to the department
- Holding an academic rank of Lecturer and above
- A teaching and research experience of at least six (6) years
- A research profile evidenced by peer-reviewed publications in accredited publishers by the University of Rwanda

#### Key Technical Skills and Knowledge required

- Understanding of the current national development and trends in higher education and training in Rwanda, regionally and globally;
- Demonstrate a strategic vision for the development of innovative research, education and knowledge transfer in College programmes;
- Demonstrate commitment to innovative leadership and change management;
- Possess excellent communication, interpersonal, organizational and networking skills;
- Have a high ethical standards, integrity, accountability and professionalism
- Have strong academic credibility, intellectual curiosity and sympathy for the values and culture of the University, including its students and their concerns;
- Demonstrate commitment to promotion of integration of ICT in teaching, learning and assessment processes

#### Duties and responsibilities

##### Educational Leadership

- Provide leadership in the development of the Department as a centre for innovation and excellence in education;
- Create conditions for collegial working environment and a shared vision that fosters and values educational excellence;
- Monitor and respond to national and institutional educational performance indicators and foster a culture of performance improvement;
- Implement the Department's curriculum reform and renewal in alignment with the School's and College's educational priorities, policies, plans, profiles and goals;
- Be responsible and accountable for the Departmental education portfolio, projects and action;

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- Liaise with other Departments and Units in an endeavour to promote educational excellence;

#### **Educational Planning and Quality Assurance**

- Coordinate and report on the development of Department's strategic planning process;
- Lead the Department's quality assurance processes;
- Monitor the Department's learning, teaching, assessment and evaluation processes
- Provide input to the development and implementation of the College's educational policies and ensure that they respond to the Department's needs
- Develop risk management strategies in relation to teaching and learning;
- Develop strategies for promoting staff development and recognition in the area of learning, teaching research and community engagement
- Develop and implement strategies to attract external funding for research and innovation;

#### **Educational Collaboration and Engagement**

- Establish effective collaboration with disciplinary and professional bodies, and organizations relevant to the Department's educational activities;
- Maintain links with graduates and their employers to ensure the ongoing review of educational activities.

#### **Tenure and Appointment**

The appointment to these positions is tenable for a period of **three (3)** years and renewable once subject to performance

#### **Remuneration**

Allowances and benefits accruing to this post will be in accordance with the University Policy.

#### **Application Procedures**

- Applicants should submit their letters of intent, a curriculum vitae and academic credentials to the Principal. Both hard and electronic copies of the application file are required. Hard copies shall be submitted to the Principal's office at Rukara campus in a sealed envelope while electronic copy (all documents in a single pdf) shall be submitted to the following email: [principal.ce@ur.ac.rw](mailto:principal.ce@ur.ac.rw).
- Deadline for submission is **22<sup>nd</sup> December 2021 at 5:00pm Local time**

Note: Only applicants meeting all the minimum requirements shall be shortlisted for interview

Done at Rukara on Wednesday 8<sup>th</sup> December 2021

**Dr. Florien NSANGANWIMANA**  
Acting Principal

