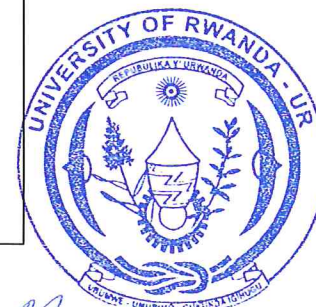


Advert for Job Opportunities

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 positions as summarized in the table below:

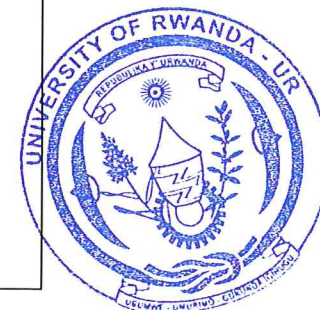
SN	Job Title	Minimum Qualification	Job Descriptions	Level of Post	Number of Positions
1	Chief Internal Auditor	a) Professional qualification certificate in Finance or Accounting (ACCA or CPA) and must be registered with iCPAR b) Master's Degree in Accounting or Finance c) Five (5) years' experience in field of auditing and/or management accounting and control systems, three (3) years of which must have been at managerial (Director or	1. Coordinate the UR Internal audit of the Control Systems <ul style="list-style-type: none"> Establish standards and implementing procedures to ensure that the compliance programs throughout the organization are effective and efficient in identifying, preventing, detecting and correcting noncompliance Assesses whether current control Systems are adequate to identify risk and provide assurance on adequacy and effectiveness of risk management practices; Helps management to improve efficiency and to ensure that governance, risk management and 	2.III	1

SN	Job Title	Minimum Qualification	Job Descriptions	Level of Post	Number of Positions
		equivalent) level.	<p>internal control systems are operating efficiently and effectively.</p> <ul style="list-style-type: none"> Examines adherence to any policy, contractual, regulatory and legislative requirements. Participates in significant initiatives and priorities and providing solutions to financial management and internal controls; Safeguards objectivity and ensure he/she is not playing management role. Providing advisory services <p>2. Advise senior managers on internal audit operations</p> <ul style="list-style-type: none"> Advice senior management on internal audit operations, financial operations, performs financial and management information reporting analyses, and conducts business operations analysis and ensures that relevant programs are successfully implemented throughout the system. Supervise the preparation of the University audit plan; Ensures that the annual audit plan is approved by management of the University and submitted to the Board. <p>3. Coordinating the financial review (Monthly and annually)</p> <ul style="list-style-type: none"> Conducts the review of financial statement; 		



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SN	Job Title	Minimum Qualification	Job Descriptions	Level of Post	Number of Positions
			<ul style="list-style-type: none"> Reviews all payment done during the period under review for e.g.: Monthly, Quarterly; Provides Findings to the units under audit; Provides final reports to the Vice Chancellor; Gives advice on the appropriateness of accounting records and financial reporting. <p>4. Following up audit recommendations</p> <ul style="list-style-type: none"> Reviews management responses to internal audit reports; Prepare reports on the implementation of recommendations; Ensure that the Auditor General's audit recommendations are implemented 		
2	Finance Division Manager	<p>a) Master's Degree in Accounting or Finance</p> <p>b) Accounting Professional Qualification of ACCA or CPA and must be registered with iCPAR</p> <p>c) Masters in Accounting or Finance will be an advantage</p> <p>d) Five years' experience in Financial Management Practices, three (3) years of which must have</p>	<p>1. Coordinate and supervise all Accounting in Financial transactions.</p> <ul style="list-style-type: none"> Coordinate the preparation of financial statements and reports; Manage, and control accounting for the financial resources of the University Answer audit queries and mandatory inquiries whenever necessary; Ensure adherence to the raised during the previous financial year. Verify and sign all payments; Ensure timely 	2.III	1



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SN	Job Title	Minimum Qualification	Job Descriptions	Level of Post	Number of Positions
		<p>been at managerial (Director or equivalent) level</p> <p>e) Knowledge of an Integrated Financial Management Information System (IFMIS)</p>	<ul style="list-style-type: none"> Establish and formalize financial management and control procedures. <p>2. Guidance and technical support to the University Management on proper management and accountability for the financial resources of the University.</p> <ul style="list-style-type: none"> Provide advice to the University management on daily Financial and Accountability activities. Ensure that the University is at all times financially sound and able Manage its finances, expenditures, assets and liabilities. Enforce adherence to financial policy, regulations and professional practices in all financial transactions. Ensure proper documentation to support vouchers, including authorization according to regulations; <p>3. Supervise the regular follow up of budget execution and update management on progress.</p> <ul style="list-style-type: none"> Participate in the preparation of work plans and annual budget. Coordinate the Preparation of annual, quarterly and monthly cash plans in collaboration with other units Verify the produced purchase order for payment in respect of budget lines planned. Coordinate the process of payment through national 		



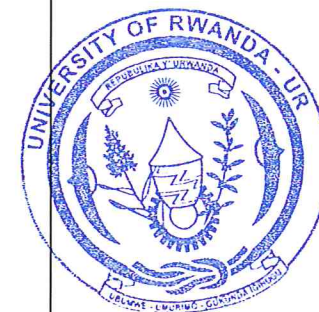
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SN	Job Title	Minimum Qualification	Job Descriptions	Level of Post	Number of Positions
			<p>mode(direct payments)</p> <ul style="list-style-type: none"> Supervise maintenance of petty cash for University Supervise of Preparation of budget execution periodic reports for decision making Identify budget gaps and propose budget revision <p>4. Supervise all activities with the division</p> <ul style="list-style-type: none"> Supervise financial assistants and other employees in the facilitation of day-to-day operations, including tracking financial data, invoicing, payroll, etc Review, and adhere to the budgets for each business department. ... Monitor cash flow, accounts, and other financial transactions Facilitate internal and external audits 		
3	Human Resource and Administration Division Manager	<p>a) Master's Degree in Human Resource Management or Public Administration</p> <p>b) Five (5) years' experience in human resource management in big and complex organizations, three (3) years of which must have been at managerial (Director or equivalent) level</p> <p>c) Comprehensive knowledge of the Rwandan Public Sector human resource policies,</p>	<p>1. Coordinate strategic human resource management Procedures, manuals, systems and Policies in line with public services rules and regulations.</p> <ul style="list-style-type: none"> Prepare and implement the annual human resource plan, manual and projects in HR to support the overall strategic aims and objectives of the institution. Work closely with senior and line managers, providing them with expert guidance, coaching restructuring of Services, terms and conditions of employment, performance management and / or on 	2.III	1



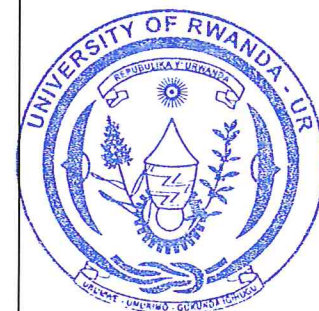
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SN	Job Title	Minimum Qualification	Job Descriptions	Level of Post	Number of Positions
		<p>regulations and procedures.</p> <p>d) Comprehensive understanding of Human Resources' Life Cycle Management Information Systems such as IPPIS, iEBMIS etc</p> <p>e) Certification in HRM Professional Bodies will be an advantage</p>	<p>HR compliance and risk factors to support on the full range of HR activities.</p> <ul style="list-style-type: none"> • Manage staff welfare and disciplinary matters in conjunction with the Director of Corporate Services. • Ensure change Management and Lead programs that are aimed at improving employee morale. • Identify and analyze current institution effectiveness and propose solutions to address the gaps. • Ensure effective communications to staff, employee relations and team work thus conducive work environment <p>2. Coordinate recruitment process</p> <ul style="list-style-type: none"> • Approve identified vacant posts and Analyze requirement for each vacancy, in relation to job s and specifications. • Advise on the process of advertisement of vacancies and assess applications for proper selection of eligible applicants (shortlisting). • Coordinate the preparation of testing of shortlisted applicants. • Ensure that recruitment report is produced and the appointment of successful candidates is done. • Advise UR management on the induction and orientation of new employees. 		



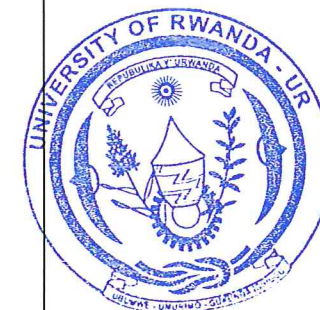
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SN	Job Title	Minimum Qualification	Job Descriptions	Level of Post	Number of Positions
			<p>3. Staff benefits and Compensation Administration</p> <ul style="list-style-type: none"> • Coordinate staff monthly salaries and allowances preparations; • Manage monthly and quarterly statutory contributions; • Ensure annual bonus and horizontal promotion of staff are well prepared. • Monitor personnel records and ensure their safety; • Ensure annual leave plan for the University of Rwanda staff is provided; • Ensure preparation staff terminal benefits, retirement bonus, Work certificates, salary certificates and Certificate of services rendered. <p>4. Coordinate College & Campuses Administration and Human Resource Units.</p> <ul style="list-style-type: none"> • Ensure effective flow of information on policies, procedures, audits and manuals which concern human resource management from university to college level. • Organize sessions, roundtables, and workshops on HR development and other related issues. • Advocacy and mediation as well as representation of university of HR related issues in other institution/ stakeholders of the University. • Oversee all HR activities and information from colleges and campuses to be analyzed and assessed 		



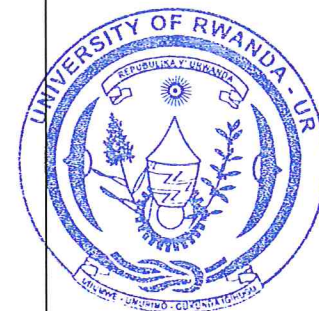
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SN	Job Title	Minimum Qualification	Job Descriptions	Level of Post	Number of Positions
			<p>in order to be harmonized and institutionalize them.</p> <p>5. Coordinate the staff Capacity development</p> <ul style="list-style-type: none"> • Develop the annual capacity building plan for staff and ensure its execution • Insure close collaboration with relevant institution to implement training plans and budget. • Administer execution of the approved training and coaching plan including sourcing of trainers and coaches and keep training evaluation reports. • Coordinate internal movement of all staff • Lead Documentation of best practices and lessons learned as appropriate success indicator for capacity building programme to influence policy/plan evolution of CBP. <p>6. Ensure Management of staff performance and evaluation</p> <ul style="list-style-type: none"> • Provide advice on performance management process. Custodian of effective performance management practices. • Ensure that performance management is standardized and that all employees are informed of and trained in the application of the performance management model and system. • Monitoring the implementation of the performance appraisal and ensuring that mid-term and annual appraisals are carried out in a timely manner and followed up. 		



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SN	Job Title	Minimum Qualification	Job Descriptions	Level of Post	Number of Positions
			<ul style="list-style-type: none"> Consolidating Reports on the results of performance appraisal. <p>7. Coordinate Employee services and Counseling</p> <ul style="list-style-type: none"> Minimize work related conflict among staff for effective and high performance Implementation of cost effective program to motivate and Retain staff Coordinate leave Management Mediating senior managers and the rest of staff (Bridging the gaps between two levels Continuous adoption of HR best practice. Seek partnership (working relations) with Internal and External HR related institutions to implement training plan to enhance capability and competency of UR staff. 		
4	University Librarian	PhD or Master degree in: Library sciences, Information Sciences with relevant of (5) years in supervisory and administrative experience in a library settings. Three (3) years of which must have been at Managerial (Director) level.	<ul style="list-style-type: none"> Elaborate library management policies and procedures Consolidate and prepare documentation plans Identify the most effective methods of providing library services Identify the needs of library users Identify potential publishers and vendors (foreign or domestic) to meet the University library needs Initiate and maintain business relationships with further suppliers of books, software, hardware and 	2.III	1



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SN	Job Title	Minimum Qualification	Job Descriptions	Level of Post	Number of Positions
			<p>electronic resources</p> <ul style="list-style-type: none"> • Prepare and negotiate contracts, prepare discounts, update subscriptions or cancel licenses and service agreements • Assure compliance with international and national copyright law, licenses, and Library and University policies for specified products and services • Manage Electronic Library systems, provide user guidelines and propose new library technologies • Perform curatorial duties for a specific collection • Coordinate library activities, review and consolidate requests from colleges. • Collaborate with college library Directors to assure rich and diverse library collections, resource sharing and cooperative technology initiatives • Represent the Library effectively at the University and in the local community in the course of outreach services, teaching, committee service, and collaborations • Consolidate and review requests from colleges related to update library management systems • Consolidate library inventory reports, Researches <p>3. Library Strategic Leadership</p> <ul style="list-style-type: none"> • Facilitate the continuing transformation of the University Libraries into knowledge commons. • Create an environment that facilitates research and scholarly activity with an understanding of 		



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SN	Job Title	Minimum Qualification	Job Descriptions	Level of Post	Number of Positions
			<p>innovative methods of information dissemination.</p> <ul style="list-style-type: none"> • Establish a shared vision that promotes the University and the University Libraries' mission. • Develop and implement a clear and concise strategic plan to advance that vision. • Develop policies and procedures to improve library operations. • Fostering an organizational environment that promotes diversity and professional advancement. • Communicate internally and externally regarding the University Library. • Develop strong relationships with Principals, Deans of School, Directors of research, other University administrators, students, staff and the community. • Promote and advocate for library programs that address the needs of students, staff, and the community. • Work with the library stakeholders to identify, evaluate and implement programs that improve services and facilities. • Enforce policies and regulations adopted by the Library Committee • Coordinate community outreach programs • Represent and promote the University Library, formally and informally to the University, community and beyond. • Participate actively in local, national and international library organizations. 		



- **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 ; urrecruitment9@gmail.com with a copy to applytourjobs@gmail.com not later than **15th October 2021**.

Done at Kigali.....15/10/2021

Prof. Alexandre Lyambabaje
Vice Chancellor

