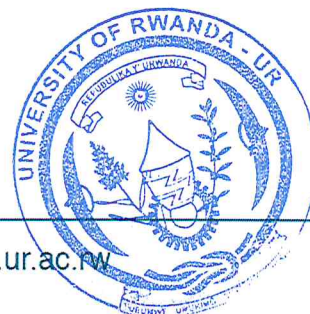




### Advert for Job Opportunities

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	Level of Post	Number of Positions
1	University Registrar	<ul style="list-style-type: none"><li>a. Master's Degree in Education Sciences, Educational Administration, Educational Planning, Public Administration. Possession of a PhD in any of the above or related field is an added advantage.</li><li>b. Seven (7) year experience in Registry or Academic Services, five (5) of which must have been at Senior Managerial (Director or equivalent) level.</li><li>c. Experience in drafting academic policies, laws, rules and regulations and procedures.</li><li>d. Comprehensive understanding of Students' Life Cycle Management Information System.</li><li>e. Experience of teaching and research in Higher Learning institutions is an added advantage.</li></ul>	1.IV	1



2	Head of Dept Finance (CFO)	<ul style="list-style-type: none"> <li>a) Professional qualification certificate in finance or accounting (CFA, ACCA, CPA etc..) and must be registered with iCPAR in case of holding ACCA or CPA qualifications</li> <li>b) Master's Degree in Accounting or Finance</li> <li>c) Seven (7) years' experience in Financial Management Practices, Five of which must have been at senior managerial (Director or equivalent) level</li> <li>d) Knowledge of an Integrated Financial Management Information System (IFMIS)</li> </ul>	1.IV	1
3	Chief Information Officer	<ul style="list-style-type: none"> <li>a) Masters' Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering. Possession of a PhD in above fields is an advantage.</li> <li>b) Seven (7) years' experience in managing ICT infrastructure and policies that have strong relevance to both the technology and business side of research and education environment, Five (5) of which must have been at senior managerial (Director or equivalent) level</li> <li>c) Experience in developing ICT policies, procedures and systems operating protocols.</li> <li>d) Proven knowledge of developmental trends in ICT</li> <li>e) Registration with a relevant professional body will be an advantage</li> </ul>	1.IV	1
4	Chief Internal Auditor	<ul style="list-style-type: none"> <li>a) Professional qualification certificate in Accounting (ACCA or CPA) and must be registered with iCPAR</li> <li>b) Master's Degree in Accounting or Finance</li> <li>c) Five (5) years' experience in field of auditing, management accounting and control systems, three (3) of which must</li> </ul>	2.III	1

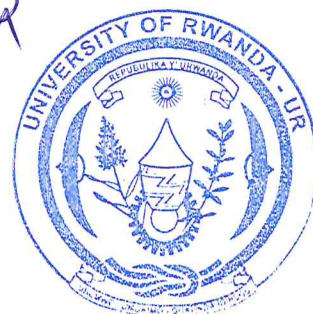


		have been at managerial (Director or equivalent) level.		
5	University Lawyer	<ul style="list-style-type: none"> <li>a) Master's Degree in Law</li> <li>b) Five (5) years of working experience in Rwandan public or private sector as legal Counsellor, three (3) of which must have been at managerial (Director or equivalent) level</li> <li>c) Must be registered with Rwanda Bar Association</li> <li>d) Experience in contract drafting and management will be an advantage</li> </ul>	2.III	1
6	Finance Division Manager	<ul style="list-style-type: none"> <li>a) Bachelor's Degree in Accounting or Finance</li> <li>b) Accounting Professional Qualification of ACCA or CPA and must be registered with iCPAR</li> <li>c) Masters in Accounting or Finance will be an advantage</li> <li>d) Five years' experience in Financial Management Practices, three (3) of which must have been at managerial (Director or equivalent) level</li> <li>e) Knowledge of an Integrated Financial Management Information System (IFMIS)</li> </ul>	2.III	1
7	HR & Administration Division Manager	<ul style="list-style-type: none"> <li>a) Master's Degree in Human Resource Management or Public Administration</li> <li>b) Five (5) years' experience in human resource management in big and complex organizations, three (3) of which must have been at managerial (Director or equivalent) level</li> <li>c) Comprehensive knowledge of the Rwandan Public Sector human resource policies, regulations and procedures.</li> <li>d) Comprehensive understanding of Human Resources' Life Cycle Management Information Systems such as IPPIS, iEBMIS etc</li> <li>e) Certification in HRM Professional Bodies will be an advantage</li> </ul>	2.III	1

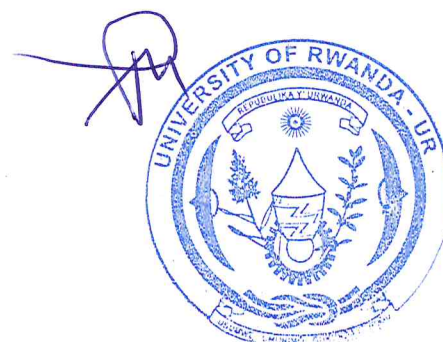




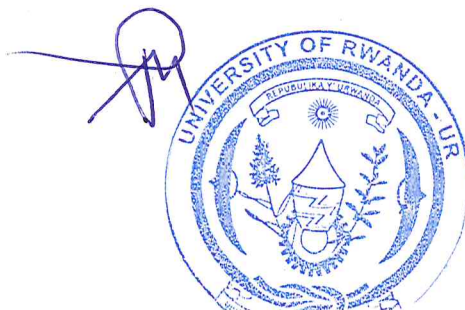
8	Assets & Services Division Manager	<ul style="list-style-type: none"> <li>a) Master's Degree in Civil Engineering and Construction OR Master's Degree in Assets Management and Valuation provided that the applicant has Bachelor Degree in Civil Engineering or Construction</li> <li>b) Must be registered with relevant professional bodies</li> <li>c) Five (5) years' experience in Construction Projects, Assets &amp; Services (Estate) Management, three (3) of which must have been at managerial (Director or equivalent) level</li> <li>d) Solid understanding of Assets Life Cycle Management Information System</li> <li>e) Professional certificate in project management (PMP) is an advantage</li> </ul>	2.III	1
9	Procurement Division Manager	<ul style="list-style-type: none"> <li>a) Master's degree in Procurement or Master's degree in Management with Specialization in Procurement and Logistics</li> <li>b) Five (5) years of experience in procurement and logistics management in big and complex organizations, three (3) of which must have been at senior managerial (Director or equivalent) level</li> <li>c) Experience of public procurement policies, procedures and practices in Rwanda</li> <li>d) Possession of procurement professional certificate such as CIPS will be an advantage</li> </ul>	2.III	1



10	Communication, Internationalization & Alumni Division Manager	<ul style="list-style-type: none"> <li>a) Master's degree in Communication, International relations, Journalism, Marketing, Linguistics and/or Literature</li> <li>b) Five (5) years successful experience in Public Relations, Marketing, Customer Service, International Relations and/or Diplomacy, three (3) of which must have been at managerial (Director or equivalent) level.</li> <li>c) Understanding of fundraising or alumni relations management</li> </ul>	2.III	1
11	Resource Mobilization Division Manager	<ul style="list-style-type: none"> <li>a) Master's in Business Administration, Management, International Business, Project Management or Marketing Management</li> <li>b) Five (5) years' experience in strategic partnerships development, three (3) of which must have been at managerial (Director or equivalent) level</li> <li>c) Track record of successful donor or philanthropist funds mobilization, coordination and management</li> </ul>	2.III	1
12	Campus Administrator	<ul style="list-style-type: none"> <li>a) Master's Degree in Business Management, Project Management, Public Administration or Human Resource Management</li> <li>b) Five (5) years' experience in administration and business operations in support of teaching, learning and research environment or related fields, three (3) of which must have been at managerial (Director or equivalent) level</li> </ul>	2.III	3
13	Campus/College Registrar	<ul style="list-style-type: none"> <li>a) Master's Degree in Education Sciences, Education Policy &amp; Planning, or Public Administration</li> <li>b) Five (5) years' experience in Higher Learning Institutions' registry and academic services management, three (3) of which must have been at managerial (Director or Equivalent)</li> </ul>	2.III	4

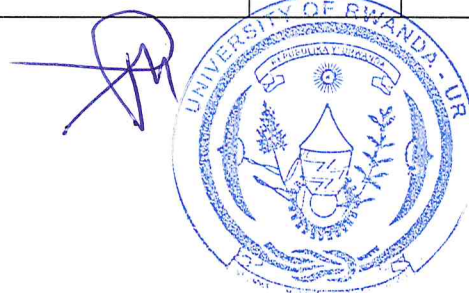


		c) Experience of Students' Life Cycle Management Information System		
14	Financial Controller Specialist	<p>a) Bachelor is Degree in Finance or Accounting with five (5) years' experience in financial management and accounting practices.</p> <p>Or</p> <p>Master's Degree in Finance or Accounting with Three (3) years' experience in financial management and accounting practices.</p> <p>b) Having completed an intermediate level of Accounting Professional Qualification ACCA, CPA or equivalent.</p>	3.II	3
15	Financial Management Specialist	<p>a) Bachelor's Degree in Finance or Accounting with five (5) years' experience in Management Accounting and Control Systems</p> <p>OR</p> <p>Master's Degree in Accounting or Finance with three (3) years' experience in Management Accounting and Control Systems.</p> <p>b) Having completed an intermediate level of Accounting Professional Qualification ACCA, CPA or equivalent</p>	3.II	1
16	IT Governance, Audit & Assurance	<p>a) Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with three (3) years' of practice in managing operations of the information technology functions</p> <p>OR</p> <p>Bachelor's Degree in Computer Science, Computer Engineering, Information and</p>	3.II	1

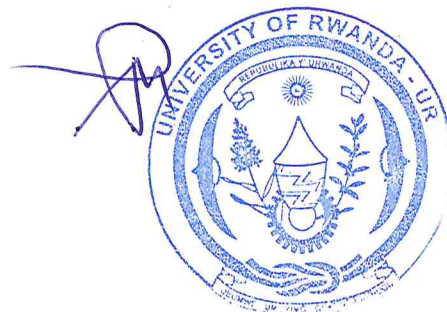




		<p>Communication Technology, Electronics and Telecommunication Engineering with five (5) years' of practice in managing operations of the information technology functions</p> <p>b) Evidence of engagement with developmental trends in IT operations</p> <p>c) Membership of a relevant professional body will be an advantage</p>		
17	IT Security Specialist	<p>a) Master's Degree in Cyber Security, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with three (3) years of experience in managing networks, application and database security support systems</p> <p>OR</p> <p>b) Bachelor's Degree in Cyber Security, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with five (5) years of experience in managing network, application and database security support systems</p> <p>c) Evidence of engagement with developmental trends in IT Systems security</p> <p>d) Membership of a relevant professional body will be an advantage</p>	3.II	1
18	IT Enterprise Specialist	<p>a) Bachelor's Degree in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology or Electronics and Telecommunication Engineering with five (5) years' experience in Software Development or related fields</p>	3.II	1

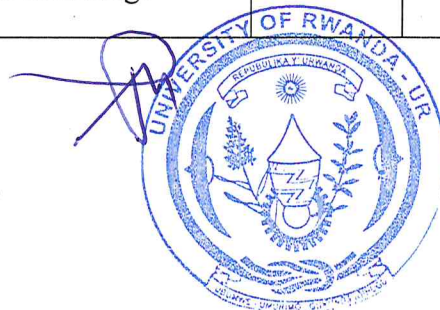


		<p>Or</p> <p>Master Degree in the above field with three (3) years' experience in Software Engineering or related fields.</p> <p>b) Proven knowledge of developmental trends in ICT</p> <p>c) Membership of a relevant professional body will be an advantage</p>		
19	Projects Planning Specialist	<p>a) Bachelor Degree in Economics, Project Management or Applied Statistics with five (5) years' experience in Projects Life Cycle Management Practices</p> <p>OR</p> <p>Master Degree in the above field with three (3) years' experience in Projects Life Cycle Management Practices</p> <p>b) Experience in dealing with a diversity of stakeholders both in public sector and/ or private sector</p> <p>c) Working Experience with education planning, monitoring and evaluation tools, software, practices and processes will be an advantage.</p> <p>d) Professional Qualification in Project Management (PMP) is an advantage</p>	3.II	1
20	Planning, Monitoring & Evaluation Specialist	<p>a) Bachelor Degree in Economics, Project Management or Applied Statistics/Mathematics with five (5) years' experience in Planning, Monitoring and Evaluation Practices</p> <p>OR</p>	3.II	1

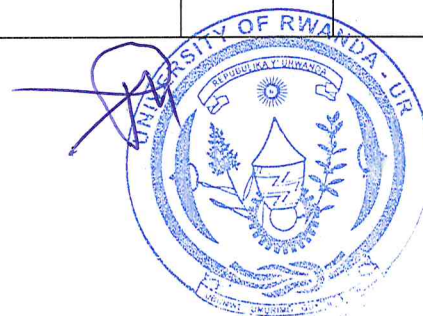




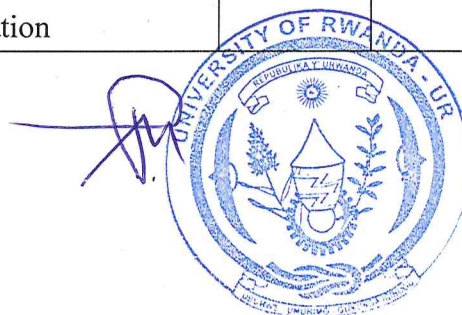
		<p>Master Degree in the above field with three (3) years' experience Planning, Monitoring and Evaluation Practices</p> <p>b) Experience with education planning, monitoring and evaluation tools, software, practices and processes</p> <p>c) Professional Qualification in Project Management (PMP) is an advantage</p>		
21	Statistician Specialist	<p>a) Bachelor's degree in Statistics, Applied Mathematics or Economics with five (5) years' experience in statistical surveys data collection &amp; analysis, and reports writing and publications</p> <p>OR</p> <p>Master Degree in the above field with three (3) years' experience in statistical surveys data collection &amp; analysis, and reports writing and publications</p> <p>b) Comprehensive knowledge of IT statistical tools such as STATA, SPISS e.t.c</p>	3.II	1
22	Projects Engineer Specialist	<p>a) Bachelor's Degree in Civil Engineering and Construction with five (5) years' experience in big construction projects</p> <p>OR</p> <p>Master Degree in the above field with three (3) years' experience in big construction projects</p> <p>b) Must be registered with professional bodies</p> <p>c) Solid understanding of Assets Life Cycle Management Information System</p> <p>d) Professional certificate in project management (PMP) is an advantage</p>	3.II	2



23	Fundraising & Industry Relations Specialist	<p>a) Bachelor's Degree in Business Administration with emphasis in International Business, Project Management or Marketing Management with five (5) years' experience in the field of partnership development, strategic experience with demonstrated record of accomplishment of successful donor or Philanthropist funds mobilization, coordination and management</p> <p>OR</p> <p>b) Master Degree in the above field with three (3) years' experience in the field of partnership development, strategic experience with demonstrated record of accomplishment of successful donor or Philanthropist funds mobilization, coordination and management</p>	3.II	1
24	Legal Specialist	<p>a) Master's Degree in Law with three (3) years' practice in Rwandan public or private as Legal Counsellor</p> <p>OR</p> <p>Bachelor's Degree in Law with Five (5) years' practice in Rwandan public or private as Legal Counsellor</p> <p>b) Membership with Rwanda Bar Association will be an advantage</p>	3.II	1
25	Procurement Specialist	<p>a) Master's Degree in Procurement Management with three (3) years' experience in procurement management practices</p> <p>OR</p> <p>Bachelor's Degree in Procurement Management with Five (5) years' experience in procurement management practices</p>	3.II	2

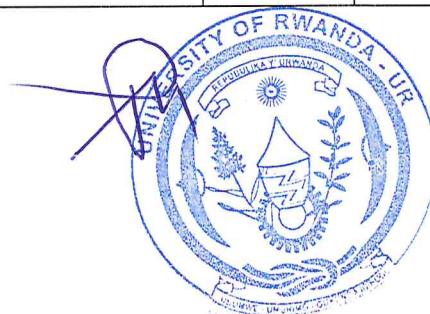


		<p>b) Knowledge of contract management and public Rwandan Public Procurement and Contract management systems</p> <p>c) Professional certificate in procurement will be an advantage</p>		
26	Internal Auditor Specialist	<p>a) Master's Degree in Finance, Accounting or Public Finance with three (3) years' experience in auditing function</p> <p>OR</p> <p>Bachelor's Degree in Finance, Accounting or Public Finance with five (5) years' experience in auditing function</p> <p>b) Having completed an intermediate level of Accounting Professional Qualification ACCA, CPA or equivalent</p>	3.II	1
27	Business Dev. Consultancy & Investment Specialist	<p>a) Master's Degree in Finance, Project Management or Business Administration with Three (3) years' experience in business development, consultancy services,</p> <p>OR</p> <p>Bachelor's Degree in Finance, Project Management or Business Administration with Five (5) years' experience in business development, consultancy services</p> <p>b) Experience in developing business plans or Business feasibility studies</p> <p>c) Professional qualifications project management (PMP) is an advantage</p>	3.II	1
28	Internationalization Specialist	<p>a) Master's Degree in Journalism or Communication; Law, International Relations or International Business with three (3) years' experience in International Partnerships, Collaboration or Public Relations and Communication</p>	3.II	1

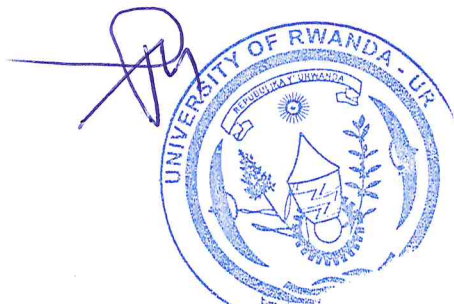




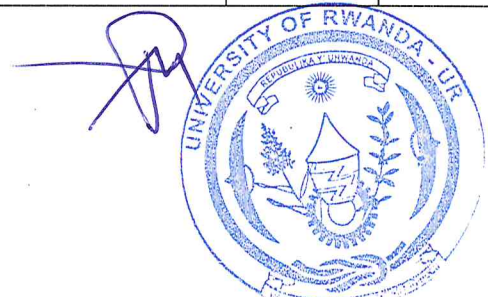
		<p>OR</p> <p>Bachelor's Degree in Journalism or Communication; Law, International Relations or International Business with Five (5) years' experience in International Partnerships, Collaboration or Public Relations and Communication</p>		
29	Advisor to the Deputy Vice Chancellor for Academic Affairs and Research	<p>a) Bachelor's Degree in Education Sciences, Public Administration, Management or Instructional Technology with five (5) years' of experience in administrative duties in a managerial office/unit at a Directorate or above level</p> <p>OR</p> <p>b) Master's Degree in any of the above fields with three (3) years' experience in administrative duties in a managerial office/unit at a Directorate or above level</p>	3.II	1
30	Advisor to the Deputy Vice Chancellor for Institutional Advancement	<p>a) Bachelor's Degree in Journalism, Communication, Law, International Relations, Business, Public Administration, or Linguistics with five (5) years' experience in administrative duties in a managerial office/unit at a Directorate or above level</p> <p>OR</p> <p>b) Master's Degree in any of the above fields with three (3) years' experience in administrative duties in a managerial office/unit at a Directorate level or above</p>	3.II	1
31	Campus Director of ICT Services	<p>a) Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with three (3) years' experience in managing operations of the information technology functions with strong relevance in</p>	3.II	5



		<p>supporting teaching, learning and research or related fields</p> <p>OR</p> <p>Bachelor's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with five (5) years' experience in managing operations of the information technology functions with strong relevance in supporting teaching, learning and research or related fields</p> <p>b) Evidence of engagement with developmental trends in IT operations</p> <p>c) Membership of a relevant professional body will be an advantage.</p>		
32	Campus Director of Finance	<p>a) Bachelor's Degree in Accounting or Finance</p> <p>b) Master's Degree in the above fields is an advantage.</p> <p>c) Having completed an Intermediate Level of Accounting Professional Qualification (ACCA, CPA or equivalent).</p> <p>d) Three years working experience in accounting and Finance practices</p>	3.II	2
33	Campus Director of Assets and Services Management	<p>a) Bachelor's Degree in Civil Engineering or Construction with five (5) years' experience in Construction Project, Assets, &amp; Services (Estate) Management</p> <p>OR</p> <p>Master's Degree in Civil Engineering or Construction with three (3) years' experience in Construction Project, Assets, &amp; Services (Estate) Management</p>	3.II	2

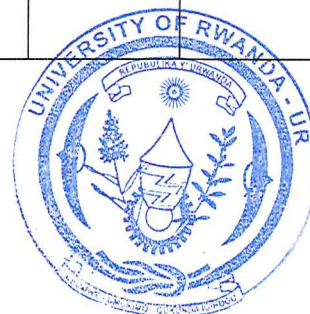


		<p>OR</p> <p>Masters in Assets Management and Valuation with a Bachelor Degree in Civil Engineering or Construction plus three (3) years' experience in Construction Projects, Assets, &amp; Services (Estate) Management</p> <p>b) Must be registered with relevant professional bodies</p> <p>c) Solid understanding of Assets Life Cycle Management Information System</p>		
34	Advisor to the Principal-CMHS	<p>a) Bachelor's Degree in Education, Public Administration or Human Resource Management with five (5) years' experience in administrative duties in a managerial office/unit at a Directorate level or above</p> <p>OR</p> <p>Master's Degree in any of the above fields with three (3) years' experience in administrative duties in a managerial office/unit at a Directorate level or above</p>	1	3.II
35	Education Capacity Dev't & Pedagogy Specialist	<p>a) Bachelor's degree in Educational Pedagogy, Curriculum Development or Instructional Technology with five (5) years' experience in capacity development and pedagogy education systems</p> <p>OR</p>	3.II	1





		<p>Master's Degree in any of the above fields with three (3) years' experience in capacity development and pedagogy education systems</p> <p>b) Comprehensive understanding of academic quality standards and norms for Rwandan Higher Education and the region</p>		
36	Program Development and Academic Quality Specialist	<p>a) Bachelor's Degree in Education, Education Quality Standards and Policies with five (5) years' experience in quality assurance and enhancement practices</p> <p>OR</p> <p>Master's Degree in the above fields with three (3) years' experience in quality assurance and enhancement practices</p> <p>b) Comprehensive understanding of academic quality standards and norms for Rwandan Higher Education and the region</p>	3.II	1
37	Lab Technician CMHS	Bachelor is Degree in Biology, Biomedical, Laboratory, and Pharmacy.	5.II	7
38	Workshop Technician	Bachelor's Degree in Electrical Engineering or Mechanical Engineering	5.II	5
39	Plumber	<p>Advanced Diploma (A1) in plumbing,</p> <p>Bachelors' Degree in the above field is an advantage.</p>	7.II	10
40	Electrician	<p>Advanced Diploma (A1) in Electricity or Electrical Engineering</p> <p>Bachelors' Degree in the above field is an advantage.</p>	7.II	10



41	Carpenter	Advanced Diploma (A1) in Carpentry or Wood Work  Bachelors' Degree in the above field is an advantage.	7.II	10
42	Driver (Rusizi-1, Rwamagana-1, Remera-1, Huye-1)	Driving Lincese B, C, D and F	10.II	4


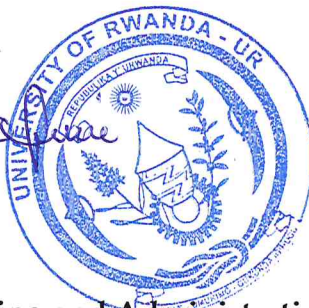
### Tenure and appointment

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

### Application procedures

Interested candidates should apply online using MIFOTRA e-Recruitment portal with the respect of the application deadline established.

Done at Kigali.....<sup>25<sup>th</sup></sup> July 2019.

**MUSAFILI PAPIAS MALIMBA**  
Deputy Vice Chancellor Strategic Planning and Administration