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OFFICE OF THE VICE CHANCELLOR

Nyagatare 04/09/2019

REF: VC/Advert/02/09/2019

EAST AFRICAN UNIVERSITY RWANDA (EAUR) VACANCY ANNOUNCEMENT

East African University Rwanda (EAUR) is a Private University accredited by the cabinet decision of 20/03/2015 working in Rwanda, Nyagatare District since 2015. It offers different programs in Business Studies, Leisure, Hotel & Tourism Management, Film Making and Film Production, Industrial Art & Design, Education and Mass Communication & Journalism. EAUR to make its in-demand programs accessible, it is making expansion to Kigali and it is in the process of opening a Campus in Kigali City. EAUR seeks to recruit high caliber, competent, high skilled and qualified staff to fill position from administrative and academics divisions: For further detailed information about application procedures and submission deadlines refer to EAUR website: www.eaur.ac.rw Or hardcopy of this job announcement at EAUR HQ or Kigali campus located at Kisementi near Airtel former Champion Hotel 0788551391. Deadline for submission for applications is 13/9/2019 at 5:00 pm.

Yours sincerely,

Prof. Joseph GAHAMA

Vice Chancellor



No	JOB TITTLE	Departme nt	Duties and Responsibilities.	MINIMUM QUALIFICATION	No of positions
1.	Librarian	Library	<ul style="list-style-type: none"> • Determining and managing library needs across academic programs • Overseeing students and staff studying in the Library and using University equipment and books on a daily basis • Maintaining the issue and return of books, reservations, overdue, etc. • Operating automated library and manual systems as appropriate and developing the use of the automated system. • Registering new users, inducting and assisting students and staff using EAUR IT facilities and other electronic resources in the Library and referring problems to the IT staff as necessary • Provide guidance and support to library users or identified student groups with regards to enquiries related to study skills to include research skills, assignment layout, editing and proofreading skills. • Ensuring that library services meet the needs of all users • Supporting independent research and learning • Promoting the library's resources to users • Assisting as necessary with the cataloguing and processing of new book stock. • Contributing to the maintenance of the current library catalogue, the cataloguing of new materials 	<ul style="list-style-type: none"> • At least a Bachelor's degree in Library and information Sciences • Relevant work experience of at least three (3) years in an academic library • Excellent organizational and interpersonal skills • Presentation and verbal communication skills • A clear understanding of the importance of Information and Digital Literacy • Ability to develop and maintain effective working relationships at all levels within the University • Ability to work on own initiative and to work well as a team member • Fluency in Kinyarwanda, English and French. <p>Being able to work in the evening and weekend days</p>	1



			and Special collections not yet on the catalogue.	whereas necessary	
2.	Examination Officer/Data Clerk	Academic registrar	<p>The Examinations Officer/Data clerk shall:-</p> <ul style="list-style-type: none"> (i) Process the examinations time tables in close collaboration with the Registrar; (ii) Receive and process Examinations in the University Standard Format; (iii) Organize for and ensure that Examinations are moderated by the Examinations Board; (iv) Organize for the administration and invigilation of examinations in close collaboration with the Deans, Directors, and Heads of Departments; (v) Ensure consistency in examinations attendance registration data and number of answer scripts returned for marking and grading and results submitted; (vi) Ensure collation and publication of student mark data after approval by Senate; (vii) Ensure accurate upload of student mark data to the student record system; (viii) Ensure the annual production of undergraduate final-year student transcript and dealing with <i>ad hoc</i> requests from students for transcripts; (ix) To answer queries from students and staff on module registration and progress reports; (x) Receive and process students results related complaints within the framework of institute policies regarding examinations; (xi) Perform any other duty as may be assigned by the Registrar or DVC Academics. <p>a) The Examinations Officer reports to and works in</p>	<ul style="list-style-type: none"> (i) Bachelor's degree in Computer science, Management, Education, statistics, Office Management or any related field with at least three years working experience in the same field (ii) Excellent computer skills in all Microsoft office, Internet and knowledge on programming (iii) Good Interpersonal and communication skills (iv) Ability to work extra time (v) Strong reporting skills (i) Ability to develop and maintain effective working relationship with staff and students 	1



			very close collaboration with the Registrar.		
3.	Quality Assurance Officer	Quality assurance	<p>The Quality Assurance Officer is responsible for the operational management and support of academic standards and quality enhancement across the university, overseeing academic quality assurance functions such as course approval, monitoring and review. The processes overseen by the Quality Assurance Officer ensure there is a regular cycle of feedback from students, staff, academics all of which is used to share new ideas and constantly improve, as well as making sure academic standards are maintained. The responsibilities of Quality Assurance officer includes (but is not limited to):</p> <ul style="list-style-type: none"> • Support Director Quality Assurance to ensure the development of fit for purpose QA policies and procedures and monitor implementation and effectiveness of same; • Comply report on the assessment of academic staff by students and report to the Director Quality 	<ul style="list-style-type: none"> • Have a master's degree • Proven experience of working within a regulatory framework; • Knowledge and understanding of quality assurance in higher education context; • Proven ability to work under own initiative and as part of a team; • Accuracy and attention to detail; • A highly effective communicator, verbally and 	1



			<p>Assurance;</p> <ul style="list-style-type: none"> • Participate in academic Enhancement activities such as seminars and good practice workshops • Formulation and review of Quality Assurance Policies and Regulations • Support for the University's student retention strategy • Provide regulatory advice to staff and students • Coordinate and oversee the process for learner complaints, Academic Impropriety etc., and ensure correct processes are implemented in this regard in line with the EAUR Quality Assurance protocols; • Manage administration associated with New Program Validations and Programmatic Reviews, including logistics management, note taking, liaising with relevant Academic Faculty and panel members and working with relevant Chairs of panels in the discharge of their duties; • Support the institutional review process and the completion of institutional self-evaluation; • Implement the annual Quality Assurance Handbook evaluation and review process; • Ensure the Quality Assurance Director is notified of new program validations or changes to validated program for setting up the program on the Student 	in writing.	
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			<p>Management System</p> <ul style="list-style-type: none"> • Establish, monitor and maintain a central library of documentation pertaining to the activities of the academic affairs department and ensure the consistent application of a robust version control process; • Provide guidance in the development, implementation, monitoring and review of QA procedures, including in developing and delivering training and information sessions for staff; • Keep an accurate record of all approved Program Schedules and dates in which they are due for their next review; • Maintain the External Examiner Register, and liaise with External Examiners as required and appropriate, including supporting the external examiner induction process; 		
4	Deputy Registrar	Academic registrar	<ul style="list-style-type: none"> • Assume responsibility for student information using database system and ensure integrity of the University's academic and student record keeping • Maintain student enrollment records and transcripts, organize registration procedures, schedule modules and classrooms • Evaluate transfer credits in consultation with relevant faculty/Chairs and facilitate student transfers • Ensure confidentiality in the storage, maintenance, handling, and transfer of student records • Interpret registration management practices to 	<ul style="list-style-type: none"> • Bachelors or Master's Degree • At least 3 years of experience in a similar role • Sound understanding of data quality and governance • Excellent IT skills and students information management system • Excellent interpersonal, communication and 	1



			<p>students, faculty, and other constituencies</p> <ul style="list-style-type: none"> • Monitor developments in technology to support registration and record keeping • Provide input and update the Academic Bulletin and Student Handbook annually when necessary • Maintain the University Academic calendar • Problem solve, analysis and resolution of student disputes as they relate to records and registration • Collaborate with administrators, Deans/Chairs, faculty, IT and counselors to facilitate and improve services to students, including catalog and registration/records policy questions <ul style="list-style-type: none"> • Collaborates with Information Technology and other key resources in the Academic Registry Office regarding best practices • Supervise maintenance of student records • Prepare necessary reports • Ensure students facilitation wherever required • To assist Registrar in furnishing all daily applications • Re-admission cases • Grade Review Cases • Trimester wise summary of new intake and drop-out of students • Trimester wise registration report • List of students who have not completed their programs as per the degree requirements (exceeding time limit) 	negotiation skills	
5	Lecturer in Mass Communication	HOD Mass Communication	<ul style="list-style-type: none"> • Create lesson plans, lectures, assignments and assessments based on various communications topics, such as media relations, television, 	<p>Master's degree in communications or journalism and communications-related field</p> <p>Teaching experience</p>	1



			<p>broadcasting, radio and internet</p> <ul style="list-style-type: none"> • Deliver lectures, teach topics and encourage classroom discussions about the topics being covered in the course, which may include teaching in an online environment • Evaluate student’s work and classroom participation to determine understanding and to provide feedback to help students be successful in the course • Select materials to be used in classes, such as textbooks, handouts, websites and technical tools, along with creating materials and designing new ways to present information • Collaborate with other faculty members to resolve teaching issues, assist with research and create new policies and procedures for the communications department • Consult with students during office hours and as needed to offer assistance, tutoring and mentoring, along with providing vocational support • Attend campus events, faculty meetings and other school-related activities to show support for students, assist with the creation of policies, address issues and show school spirit • Maintain records, files and other reporting information as required by school policies and procedures 	<p>Proven expertise in the field of communications Excellent communication skills Experience working with a diverse group of student</p> <p>Job Skills & Qualifications</p> <ul style="list-style-type: none"> • Deliver teaching and learning and undertake related activities, to lead in the development of new of new curricular and to engage in research including applicable research and /or consultancy and /or knowledge transfer. • Undertake teaching and related duties that may be allocated by Head of Department • To lead in the development of new curricular • Participate in continuous professional development. • Scholarly activities including the development of teaching and learning materials and text books. • Consultancy and other income generating activities 	
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				including short courses.	
6	Human Resource officer	HRM	<ul style="list-style-type: none"> i. Create and monitor a human resources system that complies with top organizational objectives, ii. Create comprehensive human Resources policies and procedures that comply with Rwanda labour laws and update as necessary; Ensure that human resources practices, iii. Analyze wage and salary reports; create a comprehensive and competitive compensation program which aligns with organizational objectives and advise the Deputy Vice Chancellor Finance and Planning accordingly, iv. Prepare and keep employee records, manage employee payroll, benefits and compensation as required by law including local governing bodies as well as preparing and submitting monthly salary related tax returns/declarations to RRA, v. Monitor payment statements (Staff salaries and benefits) and regularly verify statutory contributions and all legal deductions; vi. Identify legal requirements and government reporting regulations that affect human resources function. Ensure organization is in compliance with legal requirements. Update policies and procedures, and advise managers regarding compliance accordingly, vii. Determine needs of the staff ; Recruit and training of staff employee engagement, orientation and induction of new staff , responsibility for pre-screening, background 	<p>Bachelor's Degree in Human Resource Management, Public Administration, management</p> <p>Key skills and Competencies</p> <ol style="list-style-type: none"> 1. Five (5) years' experience in human resource management in big and complex organizations, three (3) at managerial level is an added advantage; 2. Comprehensive knowledge of Rwandan labor law and related human resource policies, regulations and procedures. 3. Comprehensive knowledge of preparation of employee payroll and related tax deductions as well as preparing and submitting monthly salary related tax returns/declarations to RRA is a must; 4. Knowledge of the 	1



		<p>investigation and credentials of new staff members; work with hiring managers to identify staffing needs and hiring potentials based on budget,</p> <ul style="list-style-type: none"> viii. Monitor personnel records, personal files and ensure their safety; ix. Ensure annual leave plan for the University staff is developed, provided and coordinated; x. Develop the annual capacity building plan for staff and ensure its execution; xi. Develop, and ensure continuous HR best practice adoption; xii. Be responsible for initiating partnerships with HR capacity building related institutions to implement training plan to enhance capability and competency of the university staff. xiii. Schedule and conduct annual job evaluations. Plan and recommend to the Deputy Vice Chancellor Finance and Planning on pay structures and revisions based on findings, xiv. Plan, monitor and implement employee performance appraisal on set schedules and follow up. Train managers on appraisal system, and coach employees accordingly, xv. Establish and maintain employee benefit programs and advise the Deputy Vice Chancellor Finance and planning accordingly. With the agreement of the Deputy Vice Chancellor Finance and Planning, inform employees of benefits. Analyze and assess trends in employee benefits and recommend adjustments in benefits as appropriate, Process claims and obtain new 	<p>regulations applying to payroll procedures (Staff salaries and benefits and statutory contributions and all legal deductions) is a must;</p> <p>5. Knowledge of human resources concepts, practices, policies, and procedures;</p> <p>Comprehensive knowledge on managing performance, planning and organizing, conflict management is a key.</p>	
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			<p>benefits contract bids as appropriate and as agreed by the Deputy Vice Chancellor Finance and Planning,</p> <p>xvi. Maintain employee wellness program, provide educational workshops and trainings for employees on safety and wellness. Lead continuing education regarding employee safety, wellness, diversity and appropriate programs as necessary,</p> <p>xvii. Take responsibility for human resources budget, including establishing annual human resources budget and identifying budgetary needs and report to the Deputy Vice Chancellor Finance and Planning Finance and planning,</p> <p>xviii. Manage employee relations, unions and collective bargaining. Advising the Vice Chancellor on procedures for terminations, providing exit interviews,</p> <p>xix. Advising management on worker compensation and risk management,</p> <p>xx. Respond to and follow up on claims regarding staff rights in all matters that fall under salaries and other benefits,</p> <p>xxi. Issue service and salary certificates to employees when necessary,</p> <p>xxii. Determine to use temporary staff or hire employees to fill these needs,</p> <p>xxiii. Ensure equal opportunities and deal with discrimination,</p> <p>xxiv. Push the employees' motivation and deal with performance issues,</p>		
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7	Nurse	Dean of students	<ul style="list-style-type: none"> i. Dispensing medications and administering vaccines from the formulary as defined in the standardized procedures, ii. Tracking patients' progress and providing follow up services, iii. Ensuring adherence to safety, cleanliness and preparedness standards as defined by standardized procedures, iv. Electronically documenting healthcare services delivered per standardized procedures, v. Serve as liaison between university community and healthcare providers (private healthcare providers, community agencies or organizations) in Nyagatare district to ensure a healthy university environment, vi. Overseeing infection control measures at university, vii. Providing emergency response to the University; including but not limited to administering first aid, crisis intervention, assistance with 	<ul style="list-style-type: none"> • Having a degree Bachelors or Diploma in Nursing sciences 	1



			<p>emergency transportation, and appropriate referrals,</p> <p>viii. Providing health advise, education and safety plans to the university management, staff and students,</p> <p>ix. Selecting inventory of medical supplies and equipments,</p>		
8	Student welfare officer		<p>The Students welfare Officer is a demanding non academic office that addresses the needs of the institution for: ensuring student safety, developing students' opportunities, leadership development, disseminating, interpreting, and enforcing campus regulations for students; dealing with student behavioral problems in a fair, effective manner; protecting relevant legal rights for students and engaging in collaborative educational and outreach community programs with the University.</p> <p>Among the numerous duties and responsibilities of your post, you shall be required to undertake performance of the day-to-day assignments, but not limited to the following:</p> <ul style="list-style-type: none"> • be responsible for students' safety, developing students opportunities, leadership, enforcing university regulations for students, collaboration and outreach with the community and to oversee the students welfare; • raise the level of student leadership to international standards by creating a learning and caring 	Bachelors degree in social sciences, education	1



			<p>environment and community environment where strong, effective, responsible, disciplined and accountable leadership is developed;</p> <ul style="list-style-type: none"> • collaborate with different departments and working directly with students to maintain a campus community that is positive and educationally supportive; • serve as a point of information and contact for students and responding to the students' needs especially those who have concerns and/or questions; • be responsible for organizing students' governing body/guild council elections and ensuring high-quality guild council governance, administration and systems functioning; • be responsible for formulation and review of policies directly related to students; • provide oversight responsibilities for students bursary disbursement, accommodation, career assessment and placement; • lead the establishes and enforces administration policies and rules governing students' behaviour; • lead the planning, promoting, arrangements, preparations and production of social, cultural, and recreational and sporting activities and events of various student groups/associations, university events as well as promoting student participation in the social, cultural, and recreational activities; • to be responsible for developing long and short term plans for students affairs programs of the university which meets the university's mission as well as needs and requirements of its students; 		
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			<ul style="list-style-type: none"> • develop and foster communication with students, parents, faculty, community and general public through participation in community activities and encourage overall growth of the university; • develop students' retention strategies in conjunction with faculty and other departments; • develop, implement, and promote programs that foster student leadership and professionalism; • be responsible formations and smooth running as well as advising and overseeing students' professional organizations, clubs and associations; • make recommendations to management for improving all aspects of student life and welfare; • acts as liaison between students, faculty, and college and university departments; 		
9	Career guidance	Dean of students	<p>Tasks generally involve:</p> <p>Career guidance undertake a wide range of duties including:</p> <ul style="list-style-type: none"> • Assessing clients' personal characteristics, skills and interests via one-to-one interviews and/or group sessions • Providing appropriate help, to students by advising them accordingly especially during professional career choice • Offering practical assistance with job seeking for final students by orienting them where they can suit better during internship. • Administering and interpreting guidance and counseling to students and staff. • Helping clients to solve problems and manage their 	<ul style="list-style-type: none"> • Bachelor's Degree in social sciences, Psychology, Social Work and other related field • Innovation or Creativity development and implementation of advances in practice in their field • Demonstrate effective interpersonal skills including communication skills in English and team working skills 	1



			<p>own careers</p> <ul style="list-style-type: none"> • Aiding clients in their search for appropriate employment after school • Writing action plans, reports and careers literature for sponsorship purposes • Counseling clients that are suffering from stress or facing redundancy/redeployment • Undertaking general administration responsibilities of the institution marketing and promoting services • Building up and maintaining knowledge of information resources on education, training and work in order to signpost clients to the information they need <ul style="list-style-type: none"> • Undertaking outreach work, such as visiting community groups to talk about learning opportunities at the University • Planning, coordinating and attending events and fairs to market opportunities to prospective students. • Developing and maintaining a network of contacts with other providers, joining relevant professional associations where possible • Working with local and foreign higher education institutions on initiatives designed to widen participation, such as 'taster' or funded courses. • Initiating an entrepreneurship club at the University • Making follow-up on field attachment in collaboration with Heads of Departments • Playing critical roles in the orientation week in collaboration with HoDs • Initiating and handling the EAUR Alumni 		
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			<p>association activities in collaboration with the Dean of Students</p> <ul style="list-style-type: none"> • Creating the Career development services and career portal on University Website • Organizing Career days (Topics/themes and Presenters with prospective employers) • Presenting a Trimester career actions plan and report for each term • To gather information about the labor market and Providing inputs in curriculum development especially on market surveys • Communicate with Alumni and Students through social Media platforms • Introduce and engage students into extra and co-curricular activities that provide employability opportunities • She/he must introduce, plan and conduct career education and employability skills development training and/or workshops to students and academic staff • Ensure good customer services to both students and staff • To provide students with information that prepare and empower them to make right career choices for future employment from the onset of their academic career by offering academic advise, career and counseling services and graduate tracker services • To establish innovative career development programs to meet specific skills, organizational or policy needs • Linking the students with the labor market 		
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			<p>(employers) by bridging the gap between EAUR and other institutions both public and private</p> <ul style="list-style-type: none"> Gathering and providing information to EAUR Alumni and staff for further studies 		
10	Estates Officer		<ul style="list-style-type: none"> i. Prepare written work cost estimates and negotiate contracts. ii. Locate and mark the position of pipe installations, connections, passage holes, and fixtures in structures, using measuring instruments and keeping keys for the building. iii. Making sure properties are being used for their intended purpose. iv. Advising on land use purchase issues. v. Keeping up-to date with land management, building control and environmental issues. vi. Professional management of building, works and maintenance of facility. vii. Carry out inspection of the university premises and compound to maintain adequate quality of physical facilities, and ensure that necessary cleanliness, maintenance, repairs are timely made to enable the smoothly running of the University activities; viii. Contribute in procurement process for needed assets; ix. Be responsible for Space needs management and 	<p>A1 or Bachelor's Degree in Electricity, Construction/civil engineering, Electronic, Electromechanical</p> <p>Key skills and Competencies.</p> <p>Safety Awareness Skills and Knowledge of Management of Material Resources/asset management is a must;</p> <p>Must have at least five (5) years' work experience in large organization as facility Manager, Maintenance Management.</p>	1



			<p>space allocations;</p> <p>x. Maintain asset register and undertake asset valuations and update it regularly;</p> <p>xi. Be responsible for organizing, preparing and submitting annual inventory of the University assets report;</p> <p>xii. Be responsible for preparing request documents for purchasing of power and water bills;</p> <p>xiii. Ensure constant supervision of Cleaning and sanitation services, Gardening and maintenance services such as the generator, equipments and other installed gadgets</p> <p>xiv. Manage water reticulation/supply network;</p> <p>xv. To undertake valuations for acquisitions and disposals, established fees for new licences and rents for new leases.</p> <p>xvi. To conduct negotiations with prospective tenants or their agents on terms of new leases including rent, term and liabilities for insurance and repairs, negotiating with prospective licenses or their agents and preparing Schedules of Dilapidations for property at start of a new lease.</p> <p>xvii. To negotiate with prospective tenderers and conduct site inspections with interested parties when property is to be let or sold.</p> <p>xviii. To advertise properties for disposal, draw up sales particulars, instruct Agents and Solicitors, prepare Heads of Terms and progress</p>		
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			disposal agreements through to completion. xix. To undertake asset valuations.		
11	Lecturer in Tourism studies		<ul style="list-style-type: none"> • Deliver teaching and learning and undertake related activities, to lead in the development of new of new curricular and to engage in research including applicable research and /or consultancy and /or knowledge transfer. • Undertake teaching and related duties that may be allocated by Head of Department • To lead in the development of new curricular • Participate in continuous professional development. • Scholarly activities including the development of teaching and learning materials and text books. Consultancy and other income generating activities including short courses. 	<ul style="list-style-type: none"> - A master's or bachelor's degree in tourism management and other related disciplines - At least 3 years relevant experience, teaching in a university environment - Proven teaching proficiency in tourism and hospitality management - Demonstrated excellence in the discipline practice, recent engagement with the discipline and the relevant industry. 	2
12	Accountant	Finance	<ul style="list-style-type: none"> • Ensure supervision of the entry of all payments made to suppliers and service providers and revenues/incomes received during the financial into quick books accounting software; • Produce Financial statements for the financial (Income statement, Balance sheet , statement of Changes in Equity, Cash flow, Trial Balance and Bank reconciliation statements extracted from the Quickbooks; • To efficiently file all financial transactions to ensure proper and timely reporting and easy accessibility of financial documents for internal and external references as well as ensuring Ensure safe keeping of financial documents(invoices and their supporting documents); • Ensure Records of financial transactions are 	<ul style="list-style-type: none"> • Bachelor's degree or Masters in Accounting, Finance, or a qualification in accounting (CPA/ACCA qualification or in progression). Minimum of four years experience in a position with similar responsibilities, preferably with a Higher Learning institution setting <p>Key skills & Competencies</p> <ul style="list-style-type: none"> ❖ You must master payroll preparation and related online RRA tax declarations and local tax laws; 	1



		<p>properly prepared and follow appropriate authorizations and approvals;</p> <ul style="list-style-type: none"> • Responsible for preparing and Liaise with the Deputy Vice Chancellor Administration and Finance on budget planning, reconciliations matters; • Verify and sign all payments; • Provide advice to the Deputy Vice Chancellor Administration and Finance on daily Financial and Accountability activities; • Monitor cash flow, accounts, and other financial transactions; • To ensure timely submission of all required financial reports to the management when it is required; • Verify the produced purchase order for payment in respect of budget lines planned; • Supervise the management and maintenance of petty cash for University; • Ensure Preparation of budget and supervise its execution and produce periodic reports for decision making; • Prepare payments, payments by verifying documentation, & requesting disbursements; • Supervise financial assistants and other employees in finance section in the facilitation of day to – day operations, including tracking financial data, invoicing, payroll, etc; • Answer audit queries and mandatory inquiries whenever necessary; • Perform monthly Bank reconciliation exercise for 	<ul style="list-style-type: none"> ❖ Knowledge of the regulations applying to payroll procedures, labor regulations in Rwanda (Staff salaries and benefits and statutory contributions and all legal deductions) is a must; ❖ Proficient in MS Office packages (Excel, Word, PowerPoint, Visio) and Knowledge of Quick books financial accounting package software is a must 	
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			all bank accounts of the university;		
13	Cashier	Finance	<ul style="list-style-type: none"> • Ensure management of the petty cash (custody, Replenishment and disbursement); • Collect revenues and deposit slips on the university account and accurately record them in MS Office Excel and/or Quick books financial accounting package software; • Assist in managing and updating students' financial sheets; • Establish payments (Writing cheques and payment orders) to suppliers and other individuals owed by the university; • Establish invoices to students and other clients of the institution; • Maintain and conserve supporting documents; • To withdraw daily bank slips; • Make requisitions for petty cash; • Any other duties assigned by the employer. 	<ul style="list-style-type: none"> ❖ Diploma or Bachelor's degree in Accounting, Finance and a minimum of two years experience in a position with similar responsibilities, preferably with a Higher Learning institution setting. ❖ Key skills and Competencies ❖ Proficient in MS Office packages (Excel, Word, PowerPoint,) is a must ❖ Knowledge of Quick books financial accounting package software is an added advantage 	1
14	Receptionist	HR	<p>Reporting to HR Officer, the Receptionist is to provide all front office services such as receiving visitors, students, giving the right information, receiving phone calls and parcels and directing them to the appropriate destinations at EAUR.</p> <ul style="list-style-type: none"> ❖ Receive all phone calls to the university and respond to the inquiries, give the appropriate information or redirect them to the appropriate persons of the university. 	<p>. Qualifications:</p> <p>Diploma or Bachelor's degree in Public Relations, Office Administration, and related areas from a recognized institution.</p> <p>At least two years working experience as a Receptionist or Customer Service Assistant in a reputable organization.</p>	1

		<ul style="list-style-type: none"> ❖ As first contact person, you will be required to closely work with different university departments especially marketing to identify opportunities and develop marketing initiatives and action plans to grow the students' enrollment at the university. ❖ Play a significant role to develop and manage social media platforms and other digital marketing channels for the university. ❖ To fully utilize media opportunities for the branding of the University ❖ Hand over to customers and other stakeholder mails and parcels delivered at the reception, from within and outside the university. ❖ Record all visitors to the university in the directory/register, taking their personal details for public relations and security purposes in the university. ❖ Document and file all customer care and customer service information for future reference and follow ups in the university. ❖ Liaising with other university departments and different personalities regarding services and issues of interest to customers, students, parents and visitors of the university. 	<p>Fluent in English and Kinyarwanda, French being an added advantage</p> <p>Excellent Communication skills is a must</p> <p>Ability to observe confidentiality</p> <p>Excellent public relations skills</p>	
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15	Lecturer or Assistant Lecturer in-script writing and directing	Film and film production	<ul style="list-style-type: none"> ● To teach and support Film & Documentary programme and to contribute to ongoing programme development, industry engagement and research opportunities in the film school. ● Providing academic input on existing and new courses and course development; <p>Actively participate in activities necessary to the development of Film school</p>	<ul style="list-style-type: none"> ● Having a Masters or Bachelors degree in Cinema and audiovisual specialized in scriptwriting and directing. ● Excellent skills in Scriptwriting and Directing both documentary and fiction ● Must be talented in writing scripts for any of the following or a combination of films, sitcoms, television dramas, radio plays, cartoons, TV adverts, musicals etc ● Work experience in film industry as writer or / and director 2-5 years & worked at least on two productions (international production) ● Creativity & Initiative 	1
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16	Lecturer or Assistant Lecturer - production designer	Film and film production	<ul style="list-style-type: none"> • To teach computer design skills and computer aided modification images or produce visual designs. • To deliver teaching and learning of Film & Moving Image Production to enhance the delivery of studio and location film production skill as well as visual concept of a film across EAUR film school. • The successful candidate will be responsible for assisting the development and delivery of a relevant Production curriculum within a responsive film & performing arts program. 	<ul style="list-style-type: none"> • Having a Masters or Bachelors degree (more experience) in Cinema or/and audiovisual specialized in, Art design for film, set decoration for film, scenography and props for film, • Drive initiative to motivate and guide students into world of film production design and screen and stage with excellent skills in art design, set construction, film scenography • Work experience in film industry as Art director at least between 2- 5 year 	1
17	Lecturer or Assistant Lecturer lighting		<ul style="list-style-type: none"> • To operate technical lighting equipment in film production and to ensure that lighting equipments are organized and in good working conditions • Assemble and plot the lighting equipments • Ensure that lighting equipments are safely transported and stored. 	<ul style="list-style-type: none"> • A masters or Bachelors degree in Film • Excellent skills in film lighting • Work experience in film industry for at least between 2- 5 years • Working at least on two productions • Creativity & Initiative (lighting of sets and location) 	1



18	Lecturer or Assistant Lecturer Industrial Art and Design		<ul style="list-style-type: none"> • To teach Industrial Art and Design and computer aided modification images or produce visual designs. • To deliver teaching and learning of Industrial Art and Design • The successful candidate will be responsible for assisting the development and delivery of a relevant Production curriculum within a responsive Industrial Art and Design • Engage in research and scholarly activities leading to publications • Mentor and conduct student's career guidance 	<ul style="list-style-type: none"> • A masters or Bachelor's degree in Industrial Art and Design • Excellent skills in Industrial Art and Design • Work experience in Industrial Art and Design • for at least between 2- 5 years • Creativity & Initiative (Industrial Art and Design) 	3
19	IT Officer		<ul style="list-style-type: none"> • Ensure that virus protection software is installed on all PCs and are updated regularly. • Manage all communications and connection solutions including workstation connectivity, LANs & WAN to ensure high levels of availability and security of the supported business applications. • Participate in planning and implementation of IT policies and procedures to ensure system provisioning and maintenance is consistent with university goals, best practice and regulatory requirements. • Deploying workstations, servers, printers, scanners, firewalls, encryption systems and all host security systems. • Manage all operating systems and end-user software. • Ensure integrity and security of university data on 	<ul style="list-style-type: none"> • Degree in Information Technology, Computer Science or Computer Engineering from a recognized University • Professional qualifications: Systems administration/System Engineering, Certification in Microsoft MCSE/MCTIP, CCNA. • Minimum of 3 years of practical experience in a reputable organization. • Knowledge of databases • Skillful in computer repairs and maintenance 	1



			<p>host computers, servers and databases in accordance with university needs and best practices regarding privacy, security and regulatory compliance.</p> <ul style="list-style-type: none"> • Manage end user accounts, permissions, access rights and storage allocations • Perform regular network and security audits and document the same. • Perform and test routine system back-ups and restores. • Provides technical leadership on a variety of highly specialized project-related activities requiring expertise in specific technical areas for core information technology systems and services. • Reviews vendor contracts and coordinates IT purchases (hardware, software and services) to ensure effective deployment of solutions aligned with user needs. • Performs miscellaneous job-related duties as assigned. • Design and keep university website Up-to-date 	<ul style="list-style-type: none"> • Printer and photocopier repairs and service • Website design and maintenance • Networking technologies • Ability to Diagnose Problems • Attention to Detail • Analytical Thinker • Communication Skills 	
20	Assistant Lecturer in Culinary Arts	Leisure, Tourism and Hotel Management	<ul style="list-style-type: none"> • The Assistant Lecturer in Culinary Arts primary duties will be teaching both practical in Professional Cookery, Foodservice and Restaurant Management, Food and Beverage Area, baking and pastry, international cuisines, butchery and charcuterie and theory classes within the Hospitality and Culinary Arts programmes. • Engage in research and scholarly activities leading to publications 	<ul style="list-style-type: none"> • A Masters or Bachelors degree (more desired) in Culinary Arts or a closely related area and three years' teaching/training experience at the university level in culinary arts, Food & Beverage operations, • Experience with a variety of cuisines and menus development 	2



			<ul style="list-style-type: none"> • Mentor and conduct student's career guidance. 	<ul style="list-style-type: none"> • Evidence of professional affiliations, working in hospitality industry relevant to the culinary arts, restaurant management, F&B, hospitality management or teaching in the above disciplines is an added advantage. 	
21	Lecturer in Business Administration	Business	<ul style="list-style-type: none"> • Deliver teaching and learning and undertake related activities, to lead in the development of new of new curricular and to engage in research including applicable research and /or consultancy and /or knowledge transfer. • Undertake teaching and related duties that may be allocated by Head of Department • To lead in the development of new curricular • Participate in continuous professional development. • Scholarly activities including the development of teaching and learning materials and text books. • Consultancy and other income generating activities including short courses. 	<ul style="list-style-type: none"> • A PhD in Business Administration or management studies. • A post graduate certificate in Learning and Teaching in higher is an added advantage • Innovation or Creativity development and implementation of advances in practice in their field • Demonstrate effective interpersonal skills including communication skills in English and team working skills 	2
22- ---- ---- ----	Assistant Lecturer Finance /Accounting	Business	<p>Undertake teaching and related duties as that may be assigned / allocated Head of Department.</p> <ul style="list-style-type: none"> • To assist in the development of new curricular • Participating in continuous professional development • Carry out such related duties that may be allocated by the Head of Department/ Dean. • And undertake at least one of the following 	<ul style="list-style-type: none"> • Masters in finance/ accounting from recognized university • At least three years of teaching experience required. • Demonstrate effective interpersonal skills including communication skills and 	2



		<ul style="list-style-type: none"> • Research that advances the discipline and or pedagogic research and or applied or/applicable research. <p>Scholarly activities including the development of teaching and learning material and the publication of text books.</p>	<p>team working skills</p> <ul style="list-style-type: none"> • Competence in English • Demonstrate a commitment to the University Mission, Values, principles and Strategic Priorities. 	
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Application Procedures

Interested candidates with career aspirations that match these opportunities should submit the following documents at the Reception of East African University Rwanda (EAUR) not later than **13/9/2019 at 5:00 pm.** or/and sent soft copy to info@eur.ac.rw

1. Application letter (including daytime telephone, a working email address,
2. Curriculum Vitae;
3. Copy of Degrees and/or certificates and transcripts
4. Copy of Identity card or passport

Note: EAUR is an equal opportunity and affirmative action employer and encourages applications from women. Only short-listed candidates will be contacted.

Done at Nyagatare on 04/092019

Vice Chancellor
Prof. Joseph GAHAMA

