



East African University Rwanda.
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OFFICE OF THE VICE CHANCELLOR

EAST AFRICAN UNIVERSITY RWANDA (EAUR) VACANCY READVERTISEMENT

East African University Rwanda (EAUR) has two campuses where the headquarter is located in Nyagatare District and its branch at REMEARA, in Gasabo district nearby Airtel Building across the national Amahoro Stadium. EAUR is an innovative higher learning institution which offers Bachelor degree, diploma and certificate in its unique and Market driven academic programs such as **film making and production, leisure Tourism, and Hotel Management, Mass communication and Journalism, Industrial Arts and Design, Education and Business Administration**. To remain a leading university in quality of education, locally and internationally, EAUR wishes to recruit a cashier and Receptionist of high caliber and with a wide range of experiences

N	JOB Position	No of positions	Location
1	Cashier	1	KIGALI

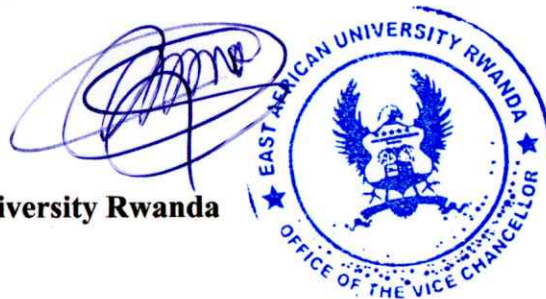
Only selected candidate will be called for exam and during written exam also successfully candidate will be called for Interview

N.B The duties and responsibilities, minimum qualifications, application procedure, and other job details are in the table below) for inquiries reach out to HR Directorate on the following contact addresses: (email: hr@eur.ac.rw) or Telephone number (250)788303569

Submission deadline is on 15th April 2024

April 04th, 2024

Prof. KABERA Callixte, PhD
Vice Chancellor East African University Rwanda



S N	Positions	N° of Positions	Qualification and experience	Key Responsibilities	Required Document
1	Cashier	1	Bachelors of Business Administration (Option accounting) with experience at least of 5 years	<p>The main responsibilities are:</p> <ul style="list-style-type: none"> - Ensure a daily and proper management of petty cash of Kigali campus; - To keep cheque books in an ad hoc vault and in a good manner, and cash in hand as well; - To ensure a good and daily filing of all documents of petty cash; - To manage the stock of stationaries, and to keep updated the stock cards on daily basis; - To do a daily update of invoices and payments of individual accounts receivables in EAUR Management Information System; - To handle students' and other debtors' inquiries and provides required assistance to them on time; - To be in charge of recovery through MIS and face to face when necessary; - To follow all internal control systems to ensure a proper management of revenues and expenses; - To continuously look for opportunities to improve the efficiency and increase the effectiveness of financial operations in Kigali campus; - To assist with preparing and assembling information of Kigali campus for external auditors; 	<ul style="list-style-type: none"> - Copy of all degrees - Cover Letter - CV - Service testimonial of previous or current employer

Prof KABERA Callixte

Vice Chancellor East African University Rwanda

