



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 education, locally and internationally, EAUR wishes to recruit an accountant and Receptionist and marketing of high caliber and with a wide range of experiences

| N | JOB Position | No of positions | Location |
|---|------------------------------------|-----------------|-----------|
| 1 | Accountant | 1 | Nyagatare |
| 2 | Receptionist and marketing officer | 1 | Nyagatare |

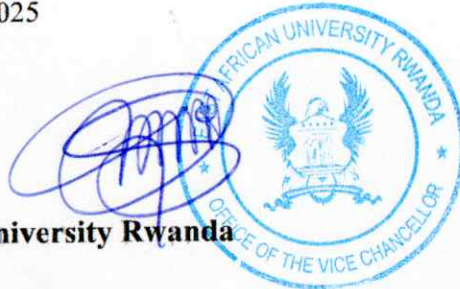
Only selected candidate will be called for exam and during written exam also successfully candidate will be called for Interview

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 email addresses: (email: hr@eur.ac.rw)

Submission deadline is on 25th July 2025

July 18th, 2025

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



| S N | Positions | N° of Positions | Qualification and experience | Key Responsibilities | Required Document |
|--------|------------|--------------------|--|--|--|
| 1 | Accountant | 1 | Bachelors of Business Administration, (Option accounting) or education with experience at least of 5 years | <p>The main responsibilities are:</p> <p>Reception duties</p> <ul style="list-style-type: none"> - Process account payables of Kigali campus and payment functions; - Ensure a good and daily filling of accounts payables documents and maintain daily record in accounting software; - Daily update of invoices and payments of individual accounts receivables in EAUR Management Information System; - Handling debtor enquiries and provides required assistance to them on time; - In charge of recovery through MIS and face to face when necessary; - Ensure a proper management of petty cash and prepare month-end bank reconciliation and journal entries; - Prepare monthly financial report for Kigali campus; - Assist with annual budgeting process for the departments of Kigali campus; - Follow all internal control system to ensure a properly management of expenses and compliance; | <ul style="list-style-type: none"> - Copy of all degrees - Cover Letter - CV - Service testimonial of previous or current employer |

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| | | | | <ul style="list-style-type: none"> - Continuously look for opportunities to generate efficiencies and increase the effectiveness of financial operations in Kigali campus; - Assist with preparing and assembling information of Kigali campus for external auditors; - Ad hoc reporting for business for Chief accountant and Campus Director; - Other general accounting duties as assigned. | |
| 2 | Receptionist and marketing | 1 | Bachelors of secretariat or related field with experience at least of 3years | <ul style="list-style-type: none"> - Provide the overall reception, greeting visitors' new students and employees and directing them to appropriate offices and persons, providing factual information or materials to routine inquiries (within the capabilities to do so and within prescribed policies) - Answering telephone calls or routing calls to office procedures utilizing organization familiarity and making appointments as appropriate; - Distributes incoming correspondences to appropriate office personnel, students and or faculty by receiving, sorting, opening (as appropriate) and routing correspondence according to prescribed office procedures and guidelines while you ensure that all letters are recorded(incoming and outgoing and a copy is files by your office); - Provide required or requested documents by operating photocopier equipments and or standard office machines, collating and assembling printed or copied materials such as reports, bullets, articles or manuscripts, and delivering finished materials as | <ul style="list-style-type: none"> - Copy of all degrees - Cover Letter - CV - Service testimonial of previous or current employer |



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| | | | | <p>directed;</p> <ul style="list-style-type: none"> - Facilitate staff and students to access the information needed; maintain good relationship with visitors and partners ensuring equitable access to information, services, facilities and systems in university environments at campus. - Receiving and providing office personnel with necessary supplies and maintain sufficient on-hand items for future use by assisting with ordering, receiving, sorting, storing and distributing basic office supplies equipments; - Contribute to overall success of the university by performing other essential duties and responsibilities as assigned by the immediate supervisor or any other superior; - Perform any other duties as may be assigned from time to time by EAUR senior management. <p>Marketing duties</p> <ul style="list-style-type: none"> - Respond to daily queries with purpose to preventing and solving any problems that may jeopardize our institutional image; - Develop a network of relevant students' contacts, sponsors, parents and guardians within and outside the university and use this network for recruitment of students. - Attract new students across the School's and programs. - Promote the profile of the University and its Schools as a whole to external audience. | |
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| | | | | <ul style="list-style-type: none"> - Take a lead in writing and producing marketing material (brochures, posters, flyers etc) for the Schools and programs, liaising with relevant office and staff. - Participating in ad hock meetings which in most cases are problem solving oriented, - Conduct field visits aimed at creating relationship contacts with potential students, sponsors and guardians with intent to recruit students. - Drafting and publishing final letters to our corporate and individual clients; - Prepare EAUR students recruitment and marketing strategy; - Represent EAUR in students functions and events; - Participate in community activities and functions representing EAUR - Participate in fostering interpersonal relationships among EAUR staff; - Assist students' leaders in organizing their internal and external events; - Advising and guiding students' leaders in their day to day leadership roles; - Corporate discussion, within the institution and outside the institution; - Designing students recruitment announcements | |
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| | | | | (Periodically); <ul style="list-style-type: none"> - Designing internal communications; - Participate in organizing institutional events and functions; - Design and develop marketing ideas; - Reviewing EAUR marketing and communication activities; - Participate in EAUR promotion activities; - Participate in working on website publishable information; - Any other duties assigned by the employer. | |
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Prof KABERA Callixte (PHD)

Vice Chancellor East African University Rwanda

