



EAST AFRICAN UNIVERSITY RWANDA

"The Fountain of knowledge and character"

EAST AFRICAN UNIVERSITY RWANDA (EAUR) VACANCY ANNOUNCEMENT

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, Industrial Arts and Design, Education and Business Administration**. To remain a leading university in quality of education, locally and internationally, EAUR wishes to recruit staff of high caliber and with a wide range of experience to fill in different positions listed below:

N	JOB Position	No of positions	Location
1	Assistant Academic Registrar	1	Nyagatare
2	Public relations and communication specialist	1	Kigali
3	Campus director	1	Nyagatare
4	Lecturer of Economics	1	Nyagatare
5	Admin Assistant to VC	1	Kigali
6	Examinations 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, deadlines and other job details are in the table below) for application submission refer to the email: hr@eaur.ac.rw . Any inquiries reach out to HR Office on the following contact addresses: [Telephone number \(250\)788504964](tel:250788504964) or mentioned email with deadline of 30th January 2020. For details visit our web site on www.eaur.ac.rw

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



SN	Positions	No of Positions	Qualification and Working experience	Key Responsibilities	Required Document
1	Assistant Academic Registrar	1	Master's degree in Education, computer science, statistics, or having role in universities mission with experience of 5 years in HIs or 3 years in the registrar's office	<p>The key duties is to assist Academic Registrar in the following duties</p> <ol style="list-style-type: none"> 1. Take lead of the application, admission and registration process up the approval of the admission board 2. Take a lead of examination administration from the preparation of time table, publication the results up the approval of the results by the senate 3. Coordinate the examination office to make sure that students examination sheets are returned in a due time 4. Records students' marks and ensure their safety and security 5. Liaise with Deans, HoDs, teaching and learning coordinator in conducting lecturers' teaching and learning evaluation 6. Liaise with Deans and HoDs to prepare the teaching time table and address all concerns if any are raised 7. Liaise with the office of the DVCAR in preparing the academic calendar 	<ul style="list-style-type: none"> - Copy of all degrees - Cover Letter - CV - Service testimonial of previous or current employer



				<ol style="list-style-type: none"> 8. Collaborate with the office of DVCAR in preparing the annual academic report 9. Prepare the senate agenda in collaboration with the Deputy Vice Chancellor in charge of Academic Affairs and Research 10. Produce the different reports (admission report, promotion report, drop out report and graduation report) 11. Take lead of graduation preparation by checking students' files, and filling in forms required for graduation approval by HEC 12. Ensure the respect of the academic regulations and other academic policies 13. Lead the policies review such as assessment and examination policy, and admission policy 14. Collaborate with the office of DVCAR, Deans and HoDs to produce the academic staff workload 15. Implement and monitor academic sanctions resolved by the disciplinary committee to students who misbehaved and issue notification letters to them 16. Prepare the invigilation time table and provide a report on invigilation in case the need be 17. Supervise Academic Archives database (Records) 18. Give out updated class lists to lecturers. 	
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				<p>19. Issue academic testimonials to students such as (transcripts, certificates and degrees)</p> <p>20. Collaborate with the ICT office to enforce the students' attendance, produce report and implement the policy provisions related to attendance.</p> <p>21. Ensure that the academic registrar's office is providing quality service to students</p> <p>N.B The job duties and responsibilities may be amended at sole discretion of the university in writing when deemed necessary and such amendments shall continue to form part of your contract duties and responsibilities.</p>	
4	Public Relations & Communication specialist	1	Master's degree holder or Bachelor's degree in Communication and journalism or public relations with experience of 3-5 years in the similar work. NB: Having Knowledge and skills	<ol style="list-style-type: none"> 1. managing an organization's image through strategic communication, handling media relations, organizing events, 2. Keeping and organizing a PR database. Responding to information requests from the media if needed. 3. managing and overseeing internal/external communications to build positive stakeholder relationships. 4. Ensure media outreach, content creation, reputation management and digital engagement are properly done 5. preparing reports on PR performance. 6. Prepare and communicate findings from quarterly PR reports. 	<ul style="list-style-type: none"> - Copy of all degrees - Cover Letter - CV - Service testimonial of previous or current employer



		<p>In writing and editing skills Digital Marketing Website content management Graphic design will be an added value</p> 	<ol style="list-style-type: none"> 7. Edit promotional materials. 8. Craft, edit, and distribute press releases. 9. Track University information trends. 10. Communicate with internal teams and external media outlets. 11. Serve as company spokesperson at public-facing events and press conferences. 12. Ensuring data accuracy and completeness in University reports and records. 13. Interacting with stakeholders at all levels, and be the nexus between the public and the executive committee 14. She/he must be fluent both in English and French. 15. Communicate and showcase the impact of the University's work, achievements, and initiatives to the public and key stakeholders. 16. Develop and implement a comprehensive communication and public relations strategy that ensures the University's messages reach the right audiences at the right time. 17. Ensure consistent application of the University's brand guidelines across all communication and visibility materials. 18. Lead the development and production of communication content, including photography, videography, audio materials, and promotional publications. 	
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				<p>19. Provide communication and media support during University events, ceremonies, and official functions.</p> <p>20. Create, edit, and manage high-quality content for blogs, articles, news releases, newsletters, official letters, and multimedia platforms.</p> <p>21. Manage and regularly update the University's website and digital platforms to ensure accuracy, relevance, and timely information sharing.</p> <p>22. Plan, create, and publish engaging content on social media platforms including X (Twitter), LinkedIn, YouTube, Facebook, and Instagram, in alignment with the University's mission and values.</p> <p>23. Monitor audience engagement and media coverage, and prepare reports to inform management decision-making.</p> <p>24. Work closely with University management and relevant departments to ensure coordinated, consistent, and effective communication across all channels.</p>	
3	Campus Director	1	PhD in Education or master's degree with reference of the similar work in HIIS	<p>1. Strategic Leadership & Administration</p> <p>a. Represent the university's vision, mission, and values at the campus level.</p> <p>b. Translate institutional strategy into campus-level plans and initiatives.</p>	<ul style="list-style-type: none"> - Copy of all degrees - Cover Letter - CV Service testimonial of previous or current employer



			<p>c. Oversee daily campus operations to ensure efficiency and compliance.</p> <p>d. advise central administration on campus needs, risks, and opportunities.</p> <p>2. Academic Oversight (in coordination with Academic Affairs)</p> <p>a. Support academic programs and ensure quality delivery of teaching and learning.</p> <p>b. Coordinate with deans, department heads, and faculty on scheduling, resources, and policies.</p> <p>c. Monitor academic performance indicators (retention, graduation rates, accreditation requirements).</p> <p>d. Facilitate curriculum implementation aligned with university standards.</p> <p>3. Student Affairs & Campus Life</p> <p>a. Ensure a safe, inclusive, and supportive learning environment.</p> <p>b. oversee student services (admissions support, advising, counseling, housing, activities, etc., as applicable).</p> <p>c. Handle student discipline and grievance processes in line with university policy.</p> <p>d. Promote student engagement, leadership development, and wellbeing.</p> <p>4. Faculty & Staff Management</p> <p>a. Supervise campus-based administrative staff and support faculty coordination.</p> <p>b. Participate in recruitment, onboarding, evaluation, and professional development of staff.</p>	
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				<p>a. Maintain clear communication between campus stakeholders and central administration.</p> <p>b. Prepare regular reports on campus performance, challenges, and outcomes.</p> <p>c. Lead campus meetings and facilitate collaborative decision-making.</p> <p>d. Communicate policies, updates, and initiatives effectively.</p> <p>9. Continuous Improvement & Innovation</p> <p>a. Identify opportunities to improve academic delivery, student services, and operations.</p> <p>b. Encourage innovation, technology use, and best practices.</p> <p>c. Use data to inform decisions and improve campus outcomes.</p> <p>d. Lead change management initiatives when needed.</p>	
4	Lecturer of Economics	1	PhD in economics with experience of 2 years or Masters of Economic with experience of 5 years	<p>Among the numerous duties and responsibilities of this position the staff shall be required to undertake performance of the day-to-day assignments, but not limited to the following:</p> <ol style="list-style-type: none"> 1. Engage in teaching, assessment, invigilation of exams, supervision of students' research, internship supervision and conducting research in the School of Business and Management studies (BBA) 	<ul style="list-style-type: none"> - Copy of all degrees - Cover Letter - CV <p>Service testimonial of previous or current employer</p>



				<p>2. You will be required to teach and make assessments in all EAUR programs, where your qualifications are needed, and also participate in research, workshops and development of teaching-learning materials, deliver tutorials, lectures and conduct practical classes where necessary;</p> <p>3. Assess students assignments/course works and their progress;</p> <p>4. Supervision of student's art projects/works in class, on field and internship programs;</p> <p>5. Plan and develop the teaching material and delivery of training modules;</p> <p>6. To supervise class exercises, course works/assignments, provide time for students' consultation of your services;</p> <p>7. Supervise or invigilate students during conduct of examinations;</p>	
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				<p>8. Participate in activities and events organized by the school and EAUR in general;</p> <p>9. Coordinate and report on academic activities of the school;</p> <p>10. Actively participate in research and service to the community;</p> <p>In addition to teaching, he or she may be expected to perform some academic and any professional duties as directed by HOD, Dean and Senior Management Any other duties as you may be assigned by line manager and Management</p>	
5	Admin Assistant to VC	1	Bachelors' degree in secretariat, Education or related field with experience of 3 years in similar work	<p>1. Managing VC and DVCs office General Agenda</p> <ul style="list-style-type: none"> a. Keep the journal of appointment of VC b. Receive and orient visitors of the VC c. Prepare the executive committee's member travels, missions and meetings <p>2. Ensuring proper filing and orientation of document of the executive committee members</p> <ul style="list-style-type: none"> a. Filing both electronic and hard document in the executive committee office 	<ul style="list-style-type: none"> - Copy of all degrees - Cover Letter - CV - Service testimonial of previous or current employer



				<p>b. Orient correspondences and monitor to ensure that feedback is provided</p> <p>3. Receiving official mail of the VC'S office</p> <p>a. Responding to the VC of the corrections document /files before it is signed</p> <p>b. Type or write text needed from the office of Vice chancellor</p> <p>4. Establish and maintain the general filing and file all correspondences</p> <p>a. Develop and maintain a current and accurate filing system</p> <p>b. Carry out on daily basis the filing of processed documents.</p> <p>c. Take minutes at various meetings of the administration</p> <p>d. Ensure the implementation of decisions taken in various meetings</p> <p>e. Ensure the decision taken in EXCO are communicated to the concerned offices</p>	
6	Examinations officer	1	Bachelors' degree in Education, Business administration,	i. Recalls and sharing the examination Code of conduct with all staff and	



			<p>law or related field with experience of 3 years in similar work or teaching in HLIs</p>	<p>students, through Heads of Departments and Guild president office</p> <p>ii. Receives and printing questions papers for CAT and Final exams after internal moderation</p> <p>iii. Being responsible for the dissemination and collection Receiving marked coursework (CATs, Assignments) from Lecturers before returning them back to Students, especially the Class Representatives, to confirm if all scripts picked have been marked by the specified deadlines</p> <p>iv. Having in place the submission form filled and signed properly by Invigilators and Lecturers while submitting coursework and final exam and also</p>	
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				<p>while picking scripts and submitting results after marking</p> <p>v. Counts and confirms with the Invigilator the number of booklets picked from the examination office for a specific room to be taken to an examination room using a specific form to avoid booklet losses and for proper examination management</p> <p>vi. Reminds Lecturers to hand in questions papers and results with marking schemes, internally moderated, vetted by the external examiner,</p> <p>vii. Prints out all questions papers four days before the examination day and making sure all questions papers have been moderated by Heads of departments with the support of one or two internal experts.</p>	
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				<p>viii. Enforces the respect of deadlines, especially for handing in questions papers and results after the examination day, it is essential for the smooth running of the process that these are met.</p> <p>ix. Monitors the marking process of scripts and ensuring that scripts are marked anonymously with appropriate checking of completeness and of marks addition on the cover page and inside the booklet</p> <p>x. Similarly, the marks lists used by the Examiner officer should be checked for accuracy, especially while submitting booklets from the examination room and also while lecturers are submitting results</p> <p>xi. Shares with Lecturers the results template for Coursework and final exams with all components and weights <i>for each</i></p>	
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				<p>assessment : CAT, Assignments and Final exam</p> <p>xii. Files properly all results sheets signed in hard copies by the Lecturer to acknowledge the accountability for all marks awarded to students in a specific Module</p> <p>xiii. Liaises with the External Examiner(s) to obtain feedback on the draft examinations papers, and to supply him/her with relevant examples of student examination scripts and coursework, marks lists etc.</p> <p>xiv. Liaises with the Head of Departments and Invigilators regarding the examination arrangements for students with special requirements.</p>	
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			<p>xv. Makes sure the examination attendance list produced on time and exams cards issues to students a few days before the examination day</p> <p>xvi. Displays the examination attendance list on the examination hall to allow students to check out their names before entering in examination rooms</p> <p>xvii. Provides the examination attendance list to invigilators a few minutes after starting the exams</p> <p>xviii. Communicates to Invigilators the examination rules and regulations before starting the examination, especially for cheating cases, carrying phones, reconciling the attendance list with booklets or scripts submitted, the</p>	
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				<p>signature in and out, shouting or picking calls in the examination room, etc.</p> <p>xix. Avails the incident form for malpractices cases</p> <p>xx. Having a specific classification of booklets in the examination office and booklets store using names of different streams, groups, etc. labelled on the envelops</p> <p>xxi. Being responsible for the organization of the examination timetable, to ensure that appropriate rooms are used for examinations and Publish agreed timetables and seating plans to staff and students</p> <p>xxii. In liaison with Deans of schools and Heads of Departments, organizing timetabling and invigilation of all internal</p>	
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				<p>examinations, CAT examinations, final exams and assessed practicals</p> <p>xxiii. Maintains the electronic records or soft copies for all results submitted to the examination office within a Trimester to transfer to data clerk officer.</p> <p>xxiv. Being responsible for managing the invigilation team, including monitoring invigilation performances and dealing with any problems that may arise during and after exams</p> <p>xxv. Ensures that the School's Board of Examiners meetings are held in accordance with University and School policy;</p> <p>xxvi. Prepares statistical summaries for all results submitted and ensuring lecturers are signing the hard copies with these</p>	
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				<p>summaries to facilitate HoDs and Deans of schools to approve results in departmental meetings and schools Board meetings</p> <p>xxvii. Submits to the Registrar's office a Trimester report on examination challenges and all matters related to the examination process</p> <p>xxviii. Works hand in hand with the Academic Registrar, Head of departments and Deans of schools to provide all questions papers, marking schemes and Modules' contents to external examiners</p> <p>xxix. Makes follow-up about the implementation of External examiners' recommendations regarding setting question papers and marking process</p>	
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			<p>xxx. Keeps and filing jealously all past papers in soft and hardcopies for each Trimester and Academic year</p> <p>xxxi. To undertake a range of clerical duties related to registration and examination arrangements, including filing, photocopying exams, data input and checking, bulk processing etc;</p> <p>xxxii. To be responsible for administration of candidates or students sitting examinations at EAUR headquarter campus, centres, branches on procedures and examination rules;</p>	
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				<p>xxxiii. To assist in production and distribution of all relevant examination documentation, including admission notices, results notifications, pass lists and results statistics;</p> <p>xxxiv. To be responsible for administration of candidates or students sitting examinations at EAUR headquarter campus, centres, branches on procedures and examination rules;</p> <p>xxxv. To assist in students' queries concerning results, course progression, continuing registration, diploma/degree, transfers,</p>	
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				<p>re-registration etc in collaboration with relevant office;</p> <p>xxxvi. To undertake a range of clerical duties related to registration and examination arrangements, including filing, photocopying exams, data input and checking, bulk processing etc;</p> <p>xxxvii. Perform any other duties as may be assigned from time to time by EAUR senior management.</p>	
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Deadline of applications is on 30th January 2026 at 5:00 PM

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

