



# EAST AFRICAN UNIVERSITY RWANDA

*"The Fountain of knowledge and character"*

## OFFICE OF THE VICE CHANCELLOR

### 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 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 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	Physics Lab technician	1	Nyagatare
2	Procurement officer	1	Kigali
3	Public relation and communication specialist	1	Kigali
4	Head of Department of Business Administration	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 inquiries reach out to HR Office on the following contact addresses: (email: [hr@eaur.ac.rw](mailto:hr@eaur.ac.rw)).

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



S N	Positions	N° of Positions	Qualification and Working experience	Key Responsibilities	Required Document
1	Physics Lab attendant	1	Advanced diploma in math and physics with experience of 2 years	<ol style="list-style-type: none"> <li>1. <b>Manage Laboratory Equipment and Materials</b> <ul style="list-style-type: none"> <li>o Ensure all laboratory equipment and instruments are available and functioning properly.</li> <li>o Organize, label, and safely store laboratory and materials.</li> </ul> </li> <li>2. <b>Prepare Laboratory Sessions</b> <ul style="list-style-type: none"> <li>o Set up experiments and practical activities before classes.</li> <li>o Provide required materials and equipment for teachers and students during practical sessions.</li> </ul> </li> <li>3. <b>Ensure Laboratory Safety</b> <ul style="list-style-type: none"> <li>o Enforce laboratory safety rules and procedures.</li> <li>o Maintain safety equipment such as fire extinguishers and first aid kits.</li> <li>o Prevent accidents and ensure safe handling of laboratory equipment.</li> </ul> </li> <li>4. <b>Support Teaching and Learning Activities</b> <ul style="list-style-type: none"> <li>o Assist teachers during laboratory experiments and demonstrations.</li> <li>o Guide students on the proper use of laboratory instruments</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>- Copy of all degrees</li> <li>- Cover Letter</li> <li>- CV</li> <li>- Service testimonial of previous or current employer</li> </ul>

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				<p><b>5. Maintain Laboratory Equipment</b></p> <ul style="list-style-type: none"> <li>o Clean and carry out basic maintenance of laboratory tools and equipment.</li> <li>o Report damaged, missing, or malfunctioning equipment for repair or replacement.</li> </ul> <p><b>6. Maintain Laboratory Records</b></p> <ul style="list-style-type: none"> <li>o Keep an updated inventory of laboratory equipment and materials.</li> <li>o Record laboratory usage, damages, losses, and maintenance activities.</li> </ul> <p><b>7. Coordinate Laboratory Operations</b></p> <ul style="list-style-type: none"> <li>o Organize and monitor the laboratory schedule and usage.</li> <li>o Ensure proper utilization of laboratory resources.</li> </ul> <p><b>8. Promote Good Laboratory Practices</b></p> <ul style="list-style-type: none"> <li>o Train students on laboratory rules and proper handling of equipment.</li> <li>o Encourage cleanliness, discipline, and responsible use of laboratory facilities.</li> </ul>	
2	Procurement officer	1	Bachelor's degree in procurement with experience of 2 years	<p><b>1. Key Duties</b></p> <p><b>2. Develop procurement strategies</b> Create cost-effective plans for sourcing goods and services that align with company goals.</p> <p><b>3. Identify and evaluate suppliers</b></p>	<p>- Copy of all degrees</p> <p>- Cover Letter</p> <p>- CV</p> <p>Service testimonial of previous or current employer</p>

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		<p>Research potential suppliers, assess their reliability, quality, and pricing, and maintain updated supplier records.</p> <ol style="list-style-type: none"> <li>4. <b>Negotiate contracts</b> Secure favorable terms for pricing, delivery schedules, and compliance with company standards.</li> <li>5. <b>Manage vendor relationships</b> Build and sustain positive relationships with suppliers to ensure consistent quality and timely delivery.</li> <li>6. <b>Prepare and manage purchase orders</b> Ensure orders meet company needs, budget constraints, and are delivered on time.</li> <li>7. <b>Monitor inventory levels</b> Forecast demand, track stock, and minimize carrying costs while avoiding shortages.</li> <li>8. <b>Ensure regulatory compliance</b> Make sure procurement activities adhere to laws, industry standards, and company policies.</li> <li>9. <b>Conduct risk management</b> Identify and mitigate risks in procurement processes, such as supplier failure or market fluctuations.</li> </ol>	
3	Public relations and communication specialist	<p>1. managing an organization's image through strategic communication, handling media relations, organizing events,</p> <p>2. Keeping and organizing a PR database. Responding to information requests from the media if needed.</p>	<ul style="list-style-type: none"> <li>- Copy of all degrees</li> <li>- Cover Letter</li> <li>- CV</li> <li>- Service testimonial of previous or current employer</li> </ul>



		<p>with experience of 3-5 years in the similar work.</p> <p><b>NB:</b>  <b>Having Knowledge and skills</b>      In writing and editing skills      Digital Marketing Website content management Graphic design will be an added value</p>	
		<ol style="list-style-type: none"> <li>3. managing and overseeing internal/external communications to build positive stakeholder relationships.</li> <li>4. Ensure media outreach, content creation, reputation management and digital engagement are properly done</li> <li>5. preparing reports on PR performance.</li> <li>6. Prepare and communicate findings from quarterly PR reports.</li> <li>7. Edit promotional materials.</li> <li>8. Craft, edit, and distribute press releases.</li> <li>9. Track University information trends.</li> <li>10. Communicate with internal teams and external media outlets.</li> <li>11. Serve as company spokesperson at public-facing events and press conferences.</li> <li>12. Ensuring data accuracy and completeness in university reports and records.</li> <li>13. Interacting with stakeholders at all levels, and be the nexus between the public and the executive committee</li> <li>14. She/he must be fluent both in English and French.</li> <li>15. Communicate and showcase the impact of the University's work, achievements, and initiatives to the public and key stakeholders.</li> <li>16. Develop and implement a</li> </ol>	



				<p>comprehensive communication and public relations strategy that ensures the University's messages reach the right audiences at the right time.</p> <p>17. Ensure consistent application of the University's brand guidelines across all communication and visibility materials.</p> <p>18. Lead the development and production of communication content, including photography, videography, audio materials, and promotional publications.</p> <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>	
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4	HoD	<p>1</p> <p>PhD in Business or Master's degree with 5 years' experience in similar work</p> <p><b>1. Academic Leadership</b></p> <ul style="list-style-type: none"> <li>• Provide strategic direction for the department's teaching, research, and community engagement.</li> <li>• Ensure alignment of departmental goals with the university's mission and vision.</li> <li>• Promote academic excellence and uphold high standards in curriculum design and delivery.</li> </ul> <p><b>2. Curriculum Development</b></p> <ul style="list-style-type: none"> <li>• Oversee the design, review, and continuous improvement of undergraduate and postgraduate programs.</li> <li>• Integrate contemporary business practices, technological innovations, and global perspectives into the curriculum.</li> <li>• Ensure compliance with accreditation standards and national higher education policies.</li> </ul> <p><b>3. Faculty Management</b></p>	<ul style="list-style-type: none"> <li>• Copy of all degrees</li> <li>• Cover Letter</li> <li>• CV</li> <li>• Service testimonial of previous or current employer</li> </ul>

			<ul style="list-style-type: none"> <li>• Recruit, mentor, and evaluate academic staff within the department.</li> <li>• Facilitate professional development opportunities for faculty members.</li> <li>• Encourage collaborative teaching and interdisciplinary research initiatives.</li> </ul>	
			<p><b>4. Research Promotion</b></p> <ul style="list-style-type: none"> <li>• Foster a vibrant research culture within the department.</li> <li>• Support faculty and students in publishing scholarly work in reputable journals.</li> <li>• Promote partnerships with industry and government for applied research projects.</li> </ul>	
			<p><b>5. Student Support</b></p> <ul style="list-style-type: none"> <li>• Ensure effective academic advising and mentorship for students.</li> <li>• Address student concerns related to academic progress and career development.</li> <li>• Promote extracurricular activities that enhance leadership and entrepreneurial skills.</li> </ul>	
			<p><b>6. Administrative Oversight</b></p>	



			<ul style="list-style-type: none"> <li>• Manage departmental budgets, resources, and facilities efficiently.</li> <li>• Prepare annual reports and strategic plans for the department.</li> <li>• Ensure compliance with university policies, regulations, and quality assurance standards.</li> </ul>	
			<p><b>7. External Engagement</b></p> <ul style="list-style-type: none"> <li>• Build strong relationships with industry stakeholders, alumni, and professional associations.</li> <li>• Represent the department in academic conferences, workshops, and community outreach programs.</li> <li>• Facilitate internships, job placements, and collaborative projects for students.</li> </ul>	
			<p><b>8. Ethical Governance</b></p> <ul style="list-style-type: none"> <li>• Uphold integrity, fairness, and transparency in departmental operations.</li> <li>• Promote inclusivity, diversity, and equal opportunity within the department.</li> <li>• Ensure ethical standards in teaching, research, and administration.</li> <li>• Ensure departmental objectives align with the broader mission and vision of the university.</li> <li>• Promote academic excellence and</li> </ul>	

