



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	Estate officer	1	Nyagatare Campus
2	Chief Accountant	1	Nyagatare Campus
3	HoD Leisure tourism and Hotel Management	1	Kigali Campus
4	Lecturer of Hospitality practical and theoretical courses	1	Nyagatare Campus

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).

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



SN	Positions	Nº of Positions	Qualification and Working experience	Key Responsibilities	Required Document
1	Estate officer	1	At least 3 years in electricity with experience of at least 3 years in estate and property management HLIs. Having knowledge in plumbing and other technical and practical experience will be an added value	The Estate Officer is responsible for the effective management, maintenance, safety, and proper functioning of the organization's buildings, facilities, utilities, and physical infrastructure. The Estate Officer coordinates preventive and corrective maintenance, supervises contractors and maintenance staff, monitors electrical, plumbing, mechanical, and other facility systems, and ensures that the organization's properties are kept safe, functional, clean, and well maintained. Key Duties and Responsibilities 1. Estate and Property Management • Manage and oversee the organization's buildings, premises, facilities, and physical infrastructure. • Conduct regular inspections of buildings and facilities to identify defects, damages, safety risks, and maintenance requirements. • Maintain an updated inventory and records of buildings, facilities, equipment, and other physical assets. • Ensure that buildings and facilities are properly maintained and remain in good operational condition. • Report major structural, technical, or maintenance issues to management and recommend appropriate solutions. 2. Building Maintenance and Repairs • Plan, coordinate, and monitor routine, preventive, and corrective maintenance of buildings and facilities. • Ensure timely repair of damaged doors, windows, roofs, ceilings, floors, walls, drainage systems, and other building components.	Copy of all degrees Cover Letter CV Service testimonial of previous or current employer

			• Develop and maintain preventive maintenance schedules for buildings and equipment. • Follow up maintenance requests and ensure that identified problems are resolved within the required timeframe. • Keep proper records of maintenance activities, repairs, costs, and service providers.
		3. Electrical Systems and Maintenance • Monitor the condition and functionality of electrical installations and systems within the organization's premises. • Coordinate routine inspection, servicing, and repair of electrical systems, lighting, switches, sockets, distribution boards, and related equipment. • Ensure that electrical faults are reported and addressed promptly by qualified personnel. • Monitor the proper functioning of generators, backup power systems, and other electrical equipment where applicable. • Ensure that electrical maintenance work is carried out safely and in accordance with applicable standards. • Maintain records of electrical maintenance, repairs, and inspections.	
		4. Plumbing and Water Systems • Monitor the organization's plumbing and water supply systems. • Coordinate maintenance and repair of water pipes, taps, toilets, sinks, drainage systems, tanks, pumps, and related facilities. • Ensure timely response to water leaks, blocked drainage systems, plumbing faults, and other water-related problems. • Monitor water consumption and identify possible leaks or unnecessary wastage. • Ensure proper maintenance of water storage and distribution systems.	
		5. Mechanical and Facility Equipment • Monitor the condition and maintenance of mechanical and facility equipment such as pumps, air-conditioning systems, ventilation systems, elevators, and other relevant equipment. • Coordinate regular servicing and preventive maintenance of facility equipment. • Ensure that defective equipment is repaired or replaced in a timely manner.	

			• Maintain appropriate maintenance records for equipment and machinery. 6. Maintenance Staff and Contractor Supervision • Supervise maintenance staff, technicians, cleaners, gardeners, and other facility-related personnel as assigned. • Allocate maintenance tasks and monitor their completion. • Coordinate external contractors and service providers involved in maintenance and repair works. • Verify the quality of completed maintenance works before recommending acceptance or payment. • Ensure that contractors comply with agreed specifications, safety requirements, and timelines. • Maintain records of contractors, service providers, maintenance contracts, and completed works. 7. Preventive Maintenance Planning • Develop and implement regular preventive maintenance schedules for buildings, utilities, and equipment. • Identify potential problems before they result in major breakdowns or costly repairs. • Recommend maintenance priorities based on urgency, safety, operational importance, and available resources. • Prepare annual and periodic maintenance plans and budgets for the estate. 8. Health, Safety and Security of Facilities • Ensure that buildings and facilities comply with applicable health and safety requirements. • Regularly inspect facilities for hazards such as electrical risks, fire hazards, structural defects, water leaks, and unsafe conditions. • Coordinate the maintenance and inspection of fire safety equipment and systems. • Ensure that emergency exits, fire extinguishers, alarm systems, and other safety facilities are accessible and functional. • Report safety risks immediately and recommend appropriate corrective measures.	
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			• Work with security personnel to ensure the protection of buildings, facilities, and physical assets.	
			9. Cleaning, Grounds and General Facilities • Monitor the cleanliness and general condition of buildings and surrounding premises. • Supervise or coordinate cleaning, landscaping, gardening, waste management, and grounds maintenance where applicable. • Ensure that common areas, offices, classrooms, washrooms, parking areas, and outdoor spaces are properly maintained. • Identify areas requiring improvement in cleanliness, appearance, functionality, or safety.	
			10. Utilities Management • Monitor the organization's consumption of electricity, water, fuel, and other utilities. • Maintain records of utility consumption and related costs. • Identify opportunities to reduce unnecessary utility consumption and operating costs. • Promote energy and water conservation practices across the organization. • Investigate unusual increases in utility consumption and recommend corrective measures.	
			11. Budgeting and Cost Control • Participate in the preparation of maintenance and estate management budgets. • Obtain and review quotations for maintenance, repairs, supplies, and facility-related services. • Monitor maintenance expenditure against approved budgets. • Recommend cost-effective maintenance and repair solutions without compromising quality and safety. • Maintain proper documentation for maintenance-related expenditures.	
			12. Asset and Estate Records • Maintain accurate and up-to-date records of buildings, facilities, equipment, maintenance activities, and repairs.	

			• Keep records of warranties, service agreements, maintenance contracts, inspections, and certificates where applicable. • Maintain a maintenance log for major equipment and facility systems. • Ensure that estate-related documents are properly filed and securely maintained.
			13. Project and Renovation Oversight • Support management in planning and implementing construction, renovation, refurbishment, and improvement projects. • Monitor contractors carrying out building works and ensure that work is performed according to approved specifications. • Inspect completed works and report defects or areas requiring correction. • Assist in ensuring that projects are completed within agreed timelines, budgets, and quality standards.
			14. Reporting and Communication • Prepare regular reports on the condition of buildings, facilities, maintenance activities, utility consumption, and outstanding maintenance issues. • Report urgent breakdowns, safety risks, and major facility problems to management promptly. • Maintain effective communication with staff regarding maintenance schedules and facility-related disruptions. • Recommend improvements to enhance the safety, functionality, efficiency, and appearance of the organization's facilities.
			15. General Responsibilities • Ensure proper care and responsible use of organizational buildings, facilities, equipment, and physical assets. • Maintain professionalism, integrity, accountability, and confidentiality in the performance of duties. • Respond promptly to emergencies and urgent facility-related incidents. • Ensure that maintenance activities are conducted safely and with minimum disruption to organizational operations. • Keep up to date with relevant building maintenance practices, safety standards, and facility management requirements.

			Perform any other estate, facilities, maintenance, or administrative duties assigned by management.	
2	Chief accountant	1 Masters in accounting with experience of 5 years in similar work	Main Purpose of the Position The Chief Accountant is responsible for overseeing the organization's accounting and financial operations, supervising accounting staff and recovery officers, maintaining accurate financial records, preparing financial reports, strengthening internal financial controls, and ensuring compliance with applicable financial policies, accounting standards, and regulatory requirements. Key Duties and Responsibilities 1. Accounting and Financial Management - Oversee the day-to-day accounting and financial operations of the organization. - Ensure that all financial transactions are accurately recorded, properly authorized, and adequately supported by relevant documentation. - Supervise the preparation and maintenance of accounting records, ledgers, journals, invoices, receipts, payment vouchers, and other financial documents. - Ensure that financial transactions are recorded in the appropriate accounting systems and accounts. - Review and approve accounting entries and financial documents within the delegated authority. - Ensure timely reconciliation of bank accounts, cash accounts, receivables, payables, and other balance sheet accounts. - Monitor the organization's cash flow and financial position. 2. Supervision of Accounting and Recovery Staff - Supervise, coordinate, and provide guidance to Accountants, Recovery Officers, Cashiers, and other finance staff. - Allocate duties and responsibilities among finance team members according to their roles and competencies. - Monitor staff performance, productivity, accuracy, and compliance with financial procedures. - Provide coaching, mentoring, and professional guidance to finance staff.	Copy of all degrees Cover Letter CV Service testimonial of previous or current employer



			• Review staff work and ensure that financial tasks are completed accurately and within required deadlines. • Identify training needs and recommend appropriate professional development for finance staff.	
			3. Financial Reporting • Prepare and/or oversee the preparation of accurate and timely financial reports. • Prepare monthly, quarterly, and annual financial reports for management. • Ensure the preparation of financial statements, including the Statement of Financial Position, Income Statement, Cash Flow Statement, and other relevant financial reports. • Analyze financial results and provide management with clear explanations of significant variances and financial trends. • Provide reliable financial information to support management decision-making. • Ensure that financial reports are properly supported by accurate accounting records and documentation.	
			4. Financial Records and Documentation • Ensure proper maintenance, organization, and secure storage of all financial records and supporting documents. • Maintain accurate records of income, expenditure, receivables, payables, assets, liabilities, and other financial transactions. • Ensure that financial records are complete, up to date, easily retrievable, and properly safeguarded. • Ensure confidentiality and appropriate access to sensitive financial information. • Establish and maintain proper filing systems for financial documents.	
			5. Revenue and Recovery Management • Supervise Recovery Officers and monitor the collection of outstanding debts and receivables. • Monitor accounts receivable and ensure timely follow-up of outstanding balances. • Review receivables aging reports and recommend appropriate recovery actions. • Ensure that all collected revenue is properly receipted, recorded, reconciled, and banked.	

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			• Investigate significant outstanding balances and recommend appropriate solutions to management. • Develop and implement effective measures to improve revenue collection and reduce overdue accounts. • Ensure that revenue collection procedures comply with the organization's financial policies.	
			6. Budgeting and Financial Planning • Participate in the preparation of the organization's annual budget. • Monitor budget implementation and expenditure against approved budgets. • Prepare budget variance reports and provide explanations for significant variances. • Advise management on financial implications of planned activities and expenditures. • Support departments in preparing realistic budgets and monitoring their financial performance. • Recommend cost-control measures and opportunities for improving financial efficiency.	
			7. Internal Controls and Financial Compliance • Establish, strengthen, and monitor effective internal financial controls. • Ensure proper segregation of duties within the finance department. • Ensure that payments and expenditures are properly authorized and supported by adequate documentation. • Monitor compliance with the organization's financial policies, procedures, and approved budgets. • Identify financial risks, weaknesses, irregularities, and potential cases of fraud, and report them to management. • Recommend corrective measures to address financial control weaknesses. • Ensure compliance with applicable accounting standards, tax regulations, and other relevant financial requirements.	
			8. Audit and External Financial Review • Coordinate and support internal and external audit processes. • Prepare financial records and supporting documents required for audits.	



			• Respond to audit queries and provide necessary explanations and documentation. • Follow up on audit findings and ensure implementation of agreed corrective actions. • Maintain proper documentation to facilitate transparent and efficient audits. 9. Cash and Bank Management • Monitor cash balances and ensure adequate availability of funds for approved operational activities. • Review bank reconciliations and investigate unexplained differences. • Monitor cash handling procedures and ensure compliance with internal controls. • Ensure that cash collections are deposited promptly and accurately recorded. • Monitor payments, transfers, and other banking transactions. 10. Accounts Payable and Receivable • Oversee the management of accounts payable and accounts receivable. • Ensure that supplier invoices and payment requests are properly verified and authorized before payment. • Monitor outstanding supplier balances and ensure timely settlement of approved obligations. • Ensure accurate recording and reconciliation of receivables and payables. • Prepare regular reports on outstanding receivables and payables for management review. 11. Asset and Inventory Financial Control • Ensure proper financial records are maintained for the organization's assets. • Participate in asset verification and reconciliation exercises. • Ensure that asset purchases, disposals, depreciation, and transfers are properly recorded. • Work with relevant departments to strengthen controls over organizational assets and inventory. 12. Financial Analysis and Advisory • Analyze financial data and provide management with useful financial insights.	
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			• Identify trends, risks, inefficiencies, and opportunities for cost reduction and improved financial performance. • Advise management on financial matters and the potential financial impact of major decisions. • Prepare financial forecasts and other financial analyses when required.
		13. Team Leadership and Departmental Administration • Lead the Finance and Accounting Department in achieving its objectives. • Promote teamwork, professionalism, accountability, integrity, and confidentiality among finance staff. • Conduct regular finance department meetings and follow up on agreed actions. • Develop and improve financial procedures and systems to enhance efficiency and accuracy. • Ensure that finance staff comply with organizational policies and professional standards.	
		14. Reporting to Management • Provide regular updates to management on the organization's financial position and performance. • Immediately report significant financial risks, irregularities, control weaknesses, or suspected financial misconduct. • Prepare financial reports and management accounts as required. • Provide recommendations to management based on financial analysis and available financial information.	
		15. General Responsibilities • Maintain the highest standards of integrity, confidentiality, accuracy, and professionalism. • Safeguard the organization's financial resources and confidential financial information. • Work closely with internal and external auditors • Ensure proper use and accountability of financial systems and resources. • Keep up to date with relevant accounting standards, tax requirements, financial regulations, and best practices.	

			• Perform any other financial, accounting, or administrative duties assigned by management.	
3	HOD Leisure Tourism and Hotel Managem ent	PHD in Hospitality with experience of 3 years in similar position in HLIs or masters degree with 5 years experience in the field	Main Duties and Responsibilities The Head of Department (HOD) is responsible for the overall academic, administrative, and operational coordination of the Leisure, Tourism and Hotel Management Department. The HOD shall ensure effective teaching, proper student management, accurate academic records, and the smooth day-to-day functioning of the department. 1. Academic and Teaching Management • Coordinate and supervise all teaching and learning activities within the department. • Allocate teaching duties, courses, and timetables to lecturers/trainers. • Monitor lecturers' attendance, punctuality, lesson delivery, and overall performance. • Ensure that lecturers prepare and use appropriate schemes of work, lesson plans, teaching materials, and assessment tools. • Ensure that the curriculum is properly implemented according to institutional and academic requirements. • Organize regular departmental meetings to discuss academic matters and improve teaching quality. • Monitor the quality and effectiveness of teaching and learning within the department. 2. Student Management and Support • Follow up on students' academic progress, attendance, discipline, and general welfare. • Receive, investigate, and address students' academic and administrative concerns and complaints. • Ensure that students receive appropriate guidance and support regarding their studies. • Monitor students at risk of poor academic performance and recommend appropriate interventions.	Copy of all degrees Cover Letter CV Service testimonial of previous or current employer

			• Maintain effective communication between students, lecturers, and the institution's management.	
			3. Academic Records and Assessment • Ensure that students' academic records are properly maintained, updated, and securely submitted to exam office. • Monitor the recording and submission of students' marks and assessment results. • Verify examination and continuous assessment marks before submission to the relevant office. • Follow up on missing, incomplete, or inconsistent marks and ensure timely correction through proper procedures. • Maintain accurate records of students' attendance, assessments, academic progress, and other relevant information. • Ensure confidentiality and proper handling of students' academic information.	
			4. Departmental Administration • Serve as the overall coordinator and administrative head of the department. • Plan, organize, and coordinate the day-to-day activities of the department. • Prepare departmental reports and submit them to management as required. • Participate in institutional meetings and represent the department when required. • Ensure effective communication of institutional policies, decisions, and procedures to departmental staff and students. • Coordinate departmental resources and ensure their proper and efficient use. • Identify departmental needs and communicate them to management.	
			5. Staff Supervision and Performance • Supervise and provide professional guidance to lecturers/trainers within the department. • Monitor staff performance and identify areas requiring improvement or support. • Encourage teamwork, professional development, innovation, and continuous improvement among departmental staff. • Address staff-related concerns within the department and refer serious matters to management when necessary.	



				• Ensure that lecturers comply with institutional policies, regulations, and professional standards.
				6. Quality Assurance and Continuous Improvement • Monitor the quality of academic and practical training delivered by the department. • Identify challenges affecting teaching, learning, and student performance and propose appropriate solutions. • Participate in curriculum review and improvement activities. • Ensure that departmental activities comply with institutional standards and relevant regulatory requirements. • Promote continuous improvement in teaching, student services, and departmental operations.
				7. Industry and Practical Training Coordination • Coordinate practical training, field visits, internships, and industry-related learning activities where applicable. • Maintain and strengthen relationships with relevant tourism, hospitality, leisure, and related industry partners. • Ensure that students receive adequate practical exposure relevant to their programmes. • Support the organization of career guidance and professional development activities for students.
				8. Reporting and Accountability • Prepare regular departmental reports on academic performance, student progress, staff performance, and departmental activities. • Provide management with timely information on major departmental challenges and proposed solutions. • Keep proper documentation of departmental meetings, decisions, activities, and achievements. • Ensure accountability for departmental resources and activities.
				9. Leadership and General Responsibilities • Provide effective leadership and direction to the Leisure, Tourism and Hotel Management Department.

			• Promote a positive, professional, and collaborative working environment. • Act as a link between departmental staff, students, and institutional management. • Ensure that all departmental activities are conducted professionally, ethically, and in accordance with institutional policies. • Perform any other duties related to the position as assigned by management.	
4	Lecturer in hospitality	1	Masters in hospitality with experience of at least 3 years of teaching in HLIs 1. Teaching and Learning • Prepare and deliver high-quality lectures, practical sessions, and other learning activities in Hospitality Management. • Develop and use appropriate teaching materials, course outlines, lesson plans, presentations, and practical activities. • Ensure effective implementation of the approved curriculum and course content. • Use appropriate teaching methods that promote students' participation, critical thinking, creativity, and practical skills. • Relate theoretical concepts to real-life hospitality industry practices. • Keep up to date with developments, trends, technologies, and best practices in the hospitality industry. • Provide academic support and guidance to students to improve their learning and performance. 2. Assessment and Academic Records • Prepare and administer continuous assessments, examinations, assignments, practical assessments, and other forms of student evaluation. • Mark and provide constructive feedback on students' assignments, examinations, projects, and practical work. • Maintain accurate and up-to-date records of students' attendance, assessments, and academic performance. • Submit examination results, marks, and other required academic records within the prescribed deadlines. • Ensure that assessments are fair, transparent, valid, and aligned with the learning outcomes.	Copy of all degrees Cover Letter CV Service testimonial of previous or current employer



			• Participate in examination invigilation, moderation, and other assessment-related activities as assigned.	
			3. Research and Publication • Conduct research in Hospitality Management and related fields. • Develop and participate in research projects that address current challenges and opportunities in the hospitality and tourism industry. • Publish research findings in recognized academic journals and other appropriate scholarly platforms. • Participate in academic conferences, seminars, workshops, and research forums. • Seek opportunities for research collaboration with other academics, institutions, industry partners, and relevant organizations. • Contribute to the development of research proposals and applications for research funding where applicable. • Encourage and support students in developing research skills and conducting academic research.	
			4. Student Supervision and Academic Advising • Provide academic advising and mentorship to students. • Supervise students' academic projects, dissertations, research papers, and other academic assignments as assigned. • Guide students in selecting research topics, developing research proposals, collecting data, analyzing findings, and presenting their work. • Monitor students' academic progress and provide appropriate guidance and intervention where necessary. • Support students in developing professional skills, career awareness, and workplace readiness.	
			5. Internship and Industrial attachment • Coordinate and support students' internship and industrial training activities as assigned. • Assist students in identifying suitable hospitality establishments and other relevant organizations for internship placement. • Maintain communication with internship providers and relevant industry partners.	

			• Monitor students' progress and performance during internship and industrial training. • Conduct or participate in internship supervision visits where applicable. • Review and assess students' internship reports, logbooks, and other required documentation. • Collect feedback from students and industry supervisors and use it to improve internship programmes. • Ensure that students gain relevant practical experience and professional skills during their internship.	
			6. Practical Training and Industry Engagement • Organize and supervise practical sessions in areas such as food production, food and beverage service, housekeeping, front office operations, events, and hospitality operations, as relevant to the assigned courses. • Link classroom learning with current hospitality industry practices. • Develop professional relationships with hotels, restaurants, tourism organizations, event companies, and other hospitality-related businesses. • Participate in industry visits, field trips, guest lectures, workshops, and other practical learning activities. • Provide students with relevant information on current hospitality industry trends and employment opportunities.	
			7. Curriculum Development and Quality Assurance • Participate in curriculum review, development, and improvement activities. • Ensure that course content and teaching activities are aligned with approved learning outcomes and industry requirements. • Participate in departmental and institutional quality assurance activities. • Contribute to the development and review of teaching and assessment materials. • Participate in peer review, moderation, accreditation, and other academic quality assurance processes.	
			8. Departmental and University Responsibilities	

			• Attend and actively participate in departmental, faculty, and university meetings. • Participate in academic committees and other institutional activities as assigned. • Contribute to the preparation of departmental plans, reports, and academic documents. • Support the implementation of university policies, regulations, and academic procedures. • Participate in university events, workshops, conferences, seminars, and community engagement activities. • Work collaboratively with other lecturers and staff to achieve departmental and institutional objectives. 9. Professional Development • Continuously update professional and academic knowledge in Hospitality Management and related fields. • Participate in professional training, workshops, conferences, seminars, and other continuing professional development activities. • Keep abreast of emerging hospitality technologies, management practices, sustainability issues, and industry trends. • Apply new knowledge and innovative approaches to teaching, research, and student supervision. 10. Community Engagement and Professional Service • Participate in community outreach and professional service activities related to hospitality and tourism. • Contribute academic and professional expertise to community and industry development initiatives. • Support initiatives that promote hospitality education, entrepreneurship, innovation, and sustainable tourism and hospitality practices. 11. General Responsibilities • Maintain professional ethics, integrity, confidentiality, and high standards of academic conduct.	
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			• Maintain regular and punctual attendance and comply with the institution's working schedule. • Ensure proper care and responsible use of university facilities, equipment, and other resources. • Promote a safe, inclusive, respectful, and professional learning environment. • Perform any other academic, administrative, research, or professional duties assigned by the Head of Department or University Management.	
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Applications are done with one pdf scanned file via hr@caur.ac.rw. Deadline is on 25/09/2026 at 5:00 PM

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

