



**PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)  
OFFICE OF THE VICE CHANCELLOR**

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## **Terms of reference for recruitment of Karongi Campus Coordinator**

The Protestant Institute of Arts and Social Sciences (PIASS) would like to recruit a full-time coordinator for its Karongi Campus

### ❖ **Key duties and responsibilities**

- ✓ Being responsible of driving the academic and administrative activities
- ✓ Marketing the institution
- ✓ Assisting and assessing staff teaching and responding to students queries
- ✓ Linking the interest of the campus to that of surrounding community
- ✓ Presenting the campus and networking with government and non-governmental organization
- ✓ Assisting and attending meetings organized by the institution

### ❖ **Required competencies**

- ✓ Ability to work in team and share knowledge and experience
- ✓ Organizational, coordination and inter-cultural communication skills
- ✓ Leadership skills
- ✓ Excellent oral and written communication
- ✓ Ability to perform multi-task activities
- ✓ Ability to network with government institutions and non-governmental organizations
- ✓ Ability to use ICT tools (computer and online platforms)
- ✓ Ability to work independently and in a team
- ✓ Readiness to participate actively in the social and spiritual life of PIASS community

### ❖ **Required Education and experience**

- ✓ A PhD degree in Education
- ✓ A post graduate diploma of education
- ✓ Minimum of 3 years in teaching and 3 years in management position
- ✓ Fluent in writing, listening and spoken English, French would be an added value

### ❖ **Applications documents (in one Pdf file)**

- ✓ Application letter in English
- ✓ Curriculum vitae in English
- ✓ Certified copies of degrees
- ✓ Two recommendations signed by former employers
- ✓ Any other documents supporting professional experience

Please send your application through: [fathebu@yahoo.fr](mailto:fathebu@yahoo.fr)

**Deadline for submitting application documents: 1<sup>st</sup> October 2021**

**PIASS Management**

