

UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA

OFFICE OF THE VICE CHANCELLOR / CABINET DU RECTEUR



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JOB ANNOUNCEMENT

The University of Technology and Arts of Byumba (UTAB) wishes to recruit qualified, experienced and competent candidates to fill the following posts:

N°	Title of the post/Job Position	Number of Staff	Minimum required qualifications & Skills	Duties and responsibilities
1.	Project Officer	1	<p>Master's degree in Project Planning & Management, Development studies or related field with experience of at least three (3) years in project management or Bachelor's Degree in Project Planning & Management, Development studies with experience of 5 years. Having a high level of integrity at work, proficiency in time management and ability to work under a minimum supervision, strong verbal and written communication skills, ability to multi-task and meeting deadlines is required.</p> <p><u>Other skills and Experience:</u> Experience in the development of processes and materials and to assist delivery of project and</p>	<ul style="list-style-type: none"> • To prepare the project proposals • To plan, execute, monitor, controlling, and closing the projects. • To Develop and manage budget for each project in collaboration with university Accountant. • To maintain the project calendar & milestones • To Develop analytical tools to be used for different purposes in project management • To assist in leadership and adapt analytical approach to establish resource needs and examines alternative of execution choices • To assist the team in utilization of calibrating inputs & interpreting outputs • To provide inputs for developing new resource planning tools. • To prepare / establish and record policies & procedures for maintaining

			<p>business objectives.</p> <p>Experience in preparing and reviewing project and business documentation including reports, project plans, tracking of financials, project status reporting, briefs, presentations for management and stakeholders.</p> <p>Experience in the maintenance of the project schedule and work breakdown structure including defining detail of work packages in consultation with the project team.</p> <p>Ability to establish relationships and liaise with a diverse range of stakeholders, community organizations, suppliers and government departments in relation to planning, project management and support functions</p>	<p>and using tools and insuring data integrity</p> <ul style="list-style-type: none"> • To collaborate with team members in developing budget and reporting • To provide project specific scheduling and administration and reporting to senior management • To participate in improving project methodology, processes and framework • To prepare project contracts , timesheets, drafting presentations and facilitating project communications
2.	Field Production Officer	1	<p>Bachelor's Degree in agriculture and/ or in Animal sciences or in any other related field</p> <p>One-year of proven experience in related fields</p> <p>Good team worker, good listener, high communication skills</p> <p>Good skills using MS Word, Excel and PowerPoint</p> <p>Strong marketing skills</p> <p>Having a high level of integrity at work and trust worth, proficiency in time</p>	<ul style="list-style-type: none"> • Provide support to Crop and Animal Production students during practical class • To monitor and follow up regularly the implementation of existing income generating projects initiated by the University and suggest improvement where necessary • Technical planning, supervision and monitoring of the field activities falling in Crop and Animal Production sectors. • Estimating, negotiating and agreeing budgets and timescales with clients and managers • Selecting, ordering and purchasing needed inputs and farm equipment. • Organizing the repair and routine

		<p>management and ability to work under a minimum of supervision, strong verbal and written communication skills, ability to multi-task and meeting deadlines is required.</p>	<p>maintenance of existing agriculture production equipment and infrastructures</p> <ul style="list-style-type: none"> • Supervising the work of junior staff/gardeners and casual labour • To market and promote farm activities • Analysing the current and past budgets, expenses, sales, revenues and product deficiencies in order to provide recommendations for business growth and problem resolution. • Developing strong customer relationships in order to generate high volume of prospective clients. • Determining quality control standards • Participate in Community outreach activities • To exercise any other duties that could be assigned by your superiors
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Application can be done electronically or physically by submitting the following:

1. Application letter
2. Curriculum Vitae
3. Certified copy of degree (s)
4. Certificate of work for those who have worked/certificate of employment for those on the job.

All documents should be addressed to the University of Technology and Arts of Byumba (UTAB), Office of the Vice Chancellor,

B. O. Box 25 Byumba-Rwanda,

Or by E-mail: info@utab.ac.rw.

The Closing date for application (s) is 20th September 2022 at 05.00p.m.

N.B.: Only shortlisted candidates shall be contacted for interview test.

Done at Byumba, on 12th September 2022


Fr. Dr. MUNANA Gilbert, O.P.
 Vice Chancellor of UTAB