

UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA

OFFICE OF THE CHAIRPERSON OF THE BOARD OF DIRECTORS



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JOB ANNOUNCEMENT

i. Introduction

The University of Technology and Arts of Byumba is a fully accredited community-based university. It started as Institut Polytechnique de Byumba (IPB) and began teaching on 26th January 2006 in Byumba Sector, Gicumbi District, Northern Province, Rwanda. On 20th December 2015, IPB upgraded from the status of institute to that of university under the name of University of Technology and Arts of Byumba (UTAB).

Currently, UTAB runs three Faculties fully accredited by HEC. These include the Faculty of Social Sciences, Management and Development Studies (SSMDS), the Faculty of Education, and the Faculty of Agriculture, Environmental Management and Renewable Energy (FAEMRE). In addition, UTAB has a Distance and Open Learning Facility (DOLF) located in Gatsibo District, Kiramuruzi Sector.

The University of Technology and Arts of Byumba (UTAB) wishes to recruit qualified, experienced and competent candidate to fill the position of Deputy Vice Chancellor in charge of Finance and Administration.

ii. Job Position: Deputy Vice Chancellor for Finance and Administration (DVC- FAD)

iii. Number of Staff: 01

iv. Duties and responsibilities:

The duties and responsibilities of the Deputy Vice Chancellor for Finance and Administration (DVC- FAD) are not limited to the following:

- Overall responsibility of organization of administration and finance of the University.
- Ensure compliance with all rules and regulations regarding administration and finance
- Prepares organizational structure of UTAB and monitors all operations

- Coordinates all activities related to the organizational structure and personnel of UTAB
- Prepares and monitoring implementation of UTAB budgets.
- Advise the Vice chancellor on all non-academic matters relating to the functioning of the University.
- Monitor all property and financial resources of UTAB and ensures appropriate utilization.
- Manage all activities related to construction, procurement, logistics, vehicles, and contractor relationships of UTAB
- Supervising human resource management and development.
- Coordinating the infrastructure development and implementation plan.
- Promote income generating activities.
- Provide quarterly reports showing incomes and expenditures
- Ensure appropriate resource mobilization and utilization
- Build and foster partnerships with UTAB partners and Stakeholders
- To exercise any other duties that could be assigned by his superiors.

v. Minimum required qualifications & Skills

- Being Rwandan;
- PhD holder or Master's Degree in Management, Business Administration, Accounting, Finance, Economics or related field with experience of at least five (05) years of management activities in a university/ a higher learning institution/ Central Government.
- Having high level of integrity at work,
- proficiency in time management, strong verbal and written communication skills,
- ability to multi-task and meet deadlines is required.
- To have strong leadership skills with demonstrated competences in championing quality result-oriented delivery as well as the management of people in a multicultural environment.
- Experience in project design and management as well as proved clean audit reports in previous similar positions are an added value.

vi. Application procedures

Application must be done electronically by submitting the following:

1. Application letter
2. Curriculum Vitae
3. Certified copy of degree (s)
4. Proof (s) of work experience.
5. Copy of ID or Passport

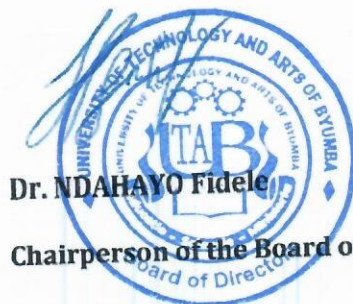
All documents must be addressed to Chairperson of the Board of Directors of the University of Technology and Arts of Byumba (UTAB) through the following e-mail: fndahayo15@gmail.com and copy to advisor.vc@utab.ac.rw

The Closing date for application (s) is 10th October 2022 at 12:00.

Qualified Women are encouraged to apply.

Only shortlisted candidates shall be contacted for interview test.

Done at Byumba, on 4th October 2022



Dr. NDAHAYO Fidele

Chairperson of the Board of Directors, UTAB