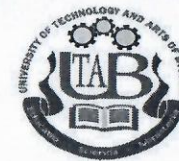


# UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA

## OFFICE OF THE VICE CHANCELLOR / CABINET DU RECTEUR



Post. Box: 25, Byumba, Gicumbi District  
Northern Province, Republic of Rwanda  
Phone: +250 - 789 350 053  
Email: info@utab.ac.rw  
Web: www.utab.ac.rw

### JOB ANNOUNCEMENT

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

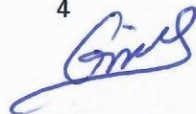
| N° | Title of the post  | Number of Staff | Minimum required qualifications  | Duties and responsibilities   |
|----|--|-----------------|--|---|
| 1. | Full Prof./ Associate Professor / Senior Lecturer/ Lecturer of Mathematics           | 1               | PhD holder in Mathematics. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision           | <ul style="list-style-type: none"><li>• Preparing and delivering lectures, tutorials, workshops, and seminars.</li><li>• Developing curricula and course material that can be used across a number of platforms.</li><li>• Collaborating with other academics and lecturers to improve teaching methods and expand knowledge base.</li><li>• Writing research or project grants proposals</li></ul> |
| 2  | Full Prof./ Associate Professor / Senior Lecturer/ Lecturer of Entrepreneurship      | 1               | PhD holder in Entrepreneurship. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision      |   |
| 3  | Full Prof./ Associate Professor / Senior Lecturer/ Lecturer of Literature in English | 1               | PhD holder in Literature in English. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision |   |
| 4  | Full Prof./ Associate Professor / Senior   | 1               | PhD holder in Accounting/ Finance. Having a high level of integrity at work and trust  |   |

*Signature*

|   |   |   |   |  |
|---|---|---|---|--|
|   | Lecturer/ Lecturer of Accounting/Finance  |   | worth, proficiency in time management and ability to work under a minimum of supervision.   | <ul style="list-style-type: none"> <li>• Participating in consultancy activities</li> <li>• Conducting research, and writing papers, proposals, journal articles, and books.</li> <li>• Attending and participating in meetings, conferences, and other events in and outside of the institution.</li> <li>• Participating in training opportunities and initiatives at the institution.</li> <li>• Providing support to students and other colleagues.</li> <li>• Staying current by reading widely and producing published work in the field.</li> <li>• To exercise any other duties that could be assigned by your superior</li> </ul> |
| 5 | Full Prof./ Associate Professor / Senior Lecturer/ Lecturer of Renewable Energy                                 | 1 | PhD holder in Renewable Energy. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision.                                |  |
| 6 | Full Prof./ Associate Professor / Senior Lecturer/ Information and Communication Technology                     | 1 | PhD holder in Information and Communication Technology (ICT). Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision.  |  |
| 7 | Full Prof./ Associate Professor / Senior Lecturer/ Lecturer of Management of Forest Plantation and Agroforestry | 1 | PhD holder in Management of Forest plantation or Agroforestry. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision. |  |
| 8 | Full Prof./ Associate Professor / Senior Lecturer/ Lecturer of Crop Production                                  | 1 | PhD holder in Crop Production. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision.                                 |  |
| 9 | Full Prof./ Associate Professor / Senior Lecturer/ Lecturer of Animal Production                                | 1 | PhD holder in Animal Production. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision.                               |  |

|    |   |   |   |   |
|----|---|---|---|---|
| 10 | Full Prof./ Associate Professor / Senior Lecturer/ Lecturer of Agribusiness | 1 | PhD holder in Agribusiness. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision.  |   |
| 11 | Policy Development & Compliance Officer                                     | 1 | Bachelor's degree in Policy planning & Development, management, Educational sciences<br><br>Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision, strong verbal and written communication skills.  | <ul style="list-style-type: none"> <li>• To provide advice and assistance to academic community on</li> <li>• To prepare institutional policies and monitor its implementation</li> <li>• To monitor the requirements and process for program design and approval</li> <li>• To conduct guidance and counselling to students.</li> <li>• To assist in the various processes surrounding program and module approval, modification, reapprove and write reports</li> <li>• To assist in maintaining the official repository of the documentation from the program validation</li> <li>• To act as secretary of committees as required (training committee, learning and teaching committee, and school councils studying especially on education quality)</li> </ul>   |
| 12 | Program development Officer   | 1 | Bachelor's degree in Policy planning & Development, management, Educational sciences<br><br>Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision, strong verbal and written communication skills<br><br><b>Experience</b><br>Knowledge and experience of regulatory frameworks in Higher Education<br>Experience of working with external quality assurance agencies, professional bodies and/or collaborative partners<br>Experience of providing training for staff and/or students<br><br><b>Skills and aptitudes</b> | <ul style="list-style-type: none"> <li>• Support the Head of Quality Assurance and Quality Managers in maintaining version control of programme and course documentation including coordinating the production of programme specifications course descriptors and programme handbooks for proposed degrees coordinating current programme and course modifications.</li> <li>• Coordinating College/university programme approval events, in line with HEC requirement Programme and Course Approval and Modification.</li> <li>• Support the Quality Managers in the administration of the annual review and monitoring processes</li> <li>• Be Responsible for maintaining core programme documentation</li> <li>• Support the Head of Quality Assurance and Apprenticeship and Workforce Planning Team with the quality assurance Apprenticeship programme and short courses.</li> <li>• Support the Head of Quality Assurance with the administration and coordination with collaborative partners,</li> <li>• Developing and maintaining excellent relationships with staff and students to ensure consistent application of regulations, policies and procedures</li> </ul> |

|    |                  |   |   |  |
|----|------------------|---|---|--|
|    |                  |   | <p>Ability to analyse and understand complex regulatory and procedural documentation and quality issues</p> <p>Excellent interpersonal skills to work with staff at all levels, including senior academic colleagues</p> <p>Excellent report and minute writing skills</p> <p>Ability to display discretion, particularly when handling confidential documents</p> <p>Ability to prioritize workload, exercise good time-management and the ability to work to deadlines, and excellent organizational skills</p>   | <ul style="list-style-type: none"> <li>• Coordinating internal and external meetings, assistance with presentation preparation, room and travel arrangements</li> <li>• Manager teaching and learning system of university (Like teaching timetable end so on)</li> <li>• Disciplines in terms of: Setting up meetings, Providing needed data and materials. Rendering updates Keeping minutes of meeting, Updating resource persons on developments. Update, upgrade, and fine-tune the courses in coordination with the respective resource materials</li> </ul>   |
| 13 | Internal Auditor | 1 | <p>Bachelor's Degree in Management, Accounting, or Finance with experience of at least three (3) years of managerial activities preferably in a University or a higher learning institution. The candidate should be professional who completed or still doing CPA at least at intermediary level, and, or having professional training certificate from a recognized institution in finance area.</p> <p>Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum supervision. Strong verbal and written communication skills, ability to multi-task and meet deadlines.</p> | <ul style="list-style-type: none"> <li>• To carry out audit plan according to UTAB Strategic plan and budget</li> <li>• To ensure the implementation of all activities in line with Strategic plan and budget</li> <li>• Verify the existence of assets and recommend proper safeguards for their protection;</li> <li>• Evaluate the adequacy of the system of internal controls;</li> <li>• Recommend improvements in controls;</li> <li>• Assess compliance with policies and procedures and sound business practices;</li> <li>• Assess compliance with state and federal laws and contractual obligations.</li> <li>• Review operations/programs to ascertain whether results are consistent with established objectives and whether the operations/programs are being carried out as planned;</li> <li>• Investigate reported occurrences of fraud, embezzlement, theft, waste, etc.</li> <li>• Provide independent assurance that an organization's risk management, governance and internal control processes are operating effectively</li> <li>• To provide weekly, monthly, quarterly (After 4 months) and Annual audit reports to Vice Chancellor</li> </ul> |



|    |                                    |   |  |  |
|----|------------------------------------|---|--|--|
| 14 | Legal Advisor                      | 1 | Masters' or Bachelor's Degree in Law with experience of at least three (3) years in legal practice. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision and under pressure, strong verbal and written communication skills, ability to multi-task and meet deadlines. A legal advisor must not have been sentenced of the law offensive. | <ul style="list-style-type: none"> <li>• To provide strategic advice on monitoring and implementation of policies, laws and regulations;</li> <li>• To provide advice on institutional development for effective achievement of the institutional mission;</li> <li>• To contribute to mid and long-term reflection on strategic perspectives of the institution</li> <li>• To analyze, summarize and provide comments and/or advice on contents of dossiers before submission</li> <li>• To advise about the trials</li> <li>• To exercise any other duties that could be assigned by your superiors</li> </ul>   |
| 15 | Students' Marks Management Officer | 1 | Bachelor's Degree in secretarial studies, social sciences or computer sciences with experience of at least three (3) years in archives or registry Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum supervision, strong verbal and written communication skills, ability to multi-task and meet deadlines is required                                | <ul style="list-style-type: none"> <li>• Receiving Marks and Exam scripts</li> <li>• Receiving deliberation reports from departments</li> <li>• Checking the Marks</li> <li>• Entering the Marks in UTAB Management Information System (UMIS)</li> <li>• Filling all received Documents</li> <li>• Exercising any other duties assigned by Supervisor</li> </ul>   |
| 16 | Academic Registrar                 | 1 | PhD holder in Computer Sciences, Public administration, Educational sciences, Social sciences or related field with experience of at least five (5) years of teaching activities or Registry affairs in a University or a higher learning institution. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision, strong                       | <ul style="list-style-type: none"> <li>• To coordinate academic matters in the Registry office.</li> <li>• To plan and supervising all activities related admission, registration.</li> <li>• To improve database of students in UMIS (adjustment of students' data and continuous assessment of recording marks in UMIS for expected Graduands), academic documents and archives management.</li> <li>• To oversee and preparing the student's graduation ceremonies.</li> <li>• To ensure responsibility for all administrative business related to evaluation and information of students.</li> <li>• Ensure the implementation of the Academic regulations and advise the</li> </ul> |



|    |                     |   |   |  |
|----|---------------------|---|---|--|
|    |                     |   | <p>verbal and written communication skills, ability to multi-task and meet deadlines is required.</p> <p>Strong leadership skills with demonstrated competences in championing quality result oriented delivery</p>   | <p>Deputy Vice Chancellor – Academics and Research and all academic committees on its interpretation.</p> <ul style="list-style-type: none"> <li>• Work closely with Deans of Faculties to elaborate the Academic calendar;</li> <li>• Be responsible for the management of all staff in Registry and maintenance of safe and healthy working environment.</li> <li>• Ensure that a clerical service is provided to all academic committees.</li> <li>• Operate as a senior manager of the Institution on the Executive Council, responsible for the effective running and development of the whole Institution, and for assisting the Senate in their governance functions.</li> <li>• To exercise any other duties that could be assigned by your Superiors</li> </ul>   |
| 17 | Procurement Officer | 1 | <p>Bachelor's Degree in Management, finance, accounting, procurement or related field with experience of at least three (3) years in Finance or management. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision, strong verbal and written communication skills, ability to multi-task and meet deadlines is required.</p> <p>Strong leadership skills with demonstrated competences in championing quality result-oriented delivery.</p> | <ul style="list-style-type: none"> <li>• To develop, manage, coordinate, monitor and evaluate the acquisition of goods and services for UTAB throughout procurement plan;</li> <li>• To conduct negotiations with suppliers and monitor performance;</li> <li>• To carry out tendering procedures for all contracts at UTAB;</li> <li>• To ensure that purchases arrive on schedule and meet the specifications of the tender committee;</li> <li>• To monitor and respect all procurement procedures.</li> <li>• To prepare and attend the meetings of UTAB Tender committee;</li> <li>• To ensure proper distribution and utilization of UTAB logistics;</li> <li>• To evaluate all inclusive facets comprised in logistical processes and make necessary improvements in efficiency and or/diminution of cost;</li> </ul> |

|    |   |   |  |   |
|----|---|---|--|---|
|    |   |   |  | <ul style="list-style-type: none"> <li>• To monitor UTAB supply chain.</li> <li>• To supervise day-to-day activities of the employees appointed in the unit;</li> <li>• To coordinate the recovery activities and set up strategies to ensure effective and efficient recovery</li> <li>• To train, coach and educate the employees under his/her supervision on all policies surrounding the purchasing, logistic and recovery procedures of UTAB;</li> <li>• To ensure effective data management related to purchasing records, logistics and recovery.</li> </ul>  |
|    |   |   |  | <ul style="list-style-type: none"> <li>• To check and approve all requests prepared by Recovery, store keeping and logistics agents</li> <li>• To work closely with Business development officer in maintenance of Efficiency in UTAB income &amp; expenditures Management</li> <li>• To monitor expenditure of researches and advise on it.</li> <li>• To make a follow up of contracts signed between UTAB and suppliers</li> <li>• To exercise any other duties that could be assigned by your superiors</li> </ul>  |
| 18 | Administrative Assistant to Deputy Vice Chancellor in charge of Finance and Administration (DVC-FA) | 1 | Bachelor's Degree in Secretarial Studies, English Literature, Finance, Management, Business Administration or related field with experience of at least three (3) years in archives management. Having a High level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision, | <ul style="list-style-type: none"> <li>• To assist in day to day office management; writing and reading letters, memos and reports and thereafter advise the Deputy Vice Chancellors.</li> <li>• To review of operating practices and procedures and determine where improvements need to be done e.g. reporting procedures/ formats.</li> <li>• To prepare projects in line with UTAB Strategic Plan</li> <li>• To work closely with PRO office to effectively implement UTAB marketing plan</li> <li>• To prepare responses to correspondences that contains routine inquiries.</li> <li>• To coordinate, attend and report on meetings organized by the DVC</li> </ul> |

|    |   |   |   |  |
|----|---|---|---|--|
|    |   |   | <p>strong verbal and written communication skills. Ability to multi-task and meet deadlines is required.</p> <p>Strong leadership skills with demonstrated competences in championing quality result-oriented delivery</p>  | <p>AR</p> <ul style="list-style-type: none"> <li>• Managing DVC AR schedules</li> <li>• Performing any other tasks related to his/her responsibilities</li> <li>• To exercise any other duties that could be assigned by your superiors</li> </ul>   |
| 19 | Administrative Assistant to Deputy Vice Chancellor in charge of Academics and Research (DVC-AR) | 1 | <p>Bachelor's Degree in Secretarial Studies, English Literature, Sociology, Management, Business Administration or related field with experience of at least three (3) years in archives management. Having a High level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision, strong verbal and written communication skills</p> <p>ability to multi-task and meet deadlines is required.</p> <p>Strong leadership skills with demonstrated competences in championing quality result oriented delivery</p> | <ul style="list-style-type: none"> <li>• To assist in day to day office management; writing and reading letters, memos and reports and thereafter advise the Deputy Vice Chancellor</li> <li>• To review of operating practices and procedures and determine where improvements need to be done e.g. reporting procedures/ formats.</li> <li>• To prepare projects in line with UTAB Strategic Plan</li> <li>• To work closely with PRO office to effectively implement UTAB marketing plan</li> <li>• To prepare responses to correspondences that contains routine inquiries.</li> <li>• To coordinate, attend and report on meetings organized by the DVC AR</li> <li>• Managing DVC AR schedules</li> <li>• Performing any other tasks related to his/her responsibilities</li> <li>• To exercise any other duties that could be assigned by your superiors</li> </ul> |
| 20 | Network Administrator   | 1 | <p>Bachelor's Degree or A1 in Information Technology (IT) with experience of at least three (3) years in the field of Networking,</p>   | <ul style="list-style-type: none"> <li>• Fully support, configure, maintain and upgrade corporate customer's networks Devices and in house servers</li> <li>• Install and integrate new server hardware's and applications</li> </ul>  |



|  |  |  |   |
|--|--|--|---|
|  |  | <p>having a certificate in CCNA, CISCO, Network Security. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision and trust worth, proficiency in time management and ability to work under a minimum of supervision</p> | <ul style="list-style-type: none"> <li>• Keep an eye out for needed updates technology</li> <li>• Support and administer third-party applications</li> <li>• Ensure network security and connectivity</li> <li>• Monitor network performance (availability, utilization, throughput, good put, and latency) and test for weaknesses</li> <li>• Set up user accounts, permissions and passwords and mapping some Ip address of end user.</li> <li>• Resolve problems reported by end user</li> <li>• Define network policies and procedures</li> </ul> |
|  |  |  | <ul style="list-style-type: none"> <li>• Specify system requirements and design solutions</li> <li>• Research and make recommendations on server system administration</li> <li>• Remote and upgrade new technology based on the current technology</li> </ul>  |

**Application MUST be done electronically by submitting the following document to the University E-mail: [info@utab.ac.rw](mailto:info@utab.ac.rw).**

1. Application letter
2. Curriculum Vitae
3. Copy of degree (s) and any other relevant academic documents
4. Certificate of working experience

All documents should be **electronically** addressed to the University of Technology and Arts of Byumba (UTAB), Office of the Vice Chancellor () through the following E-mail: [info@utab.ac.rw](mailto:info@utab.ac.rw).

**The Closing date for application (s) is 25<sup>th</sup> January 2023 at 05.00p.m.**

***N.B.: Only shortlisted candidates will be contacted.***

**Done at Byumba, on 13<sup>th</sup> January 2023**

**Fr. Dr. MUNANA Gilbert**  
**Vice Chancellor of UTAB**

