



JOB POSTING

Background

Kibogora Polytechnic is a private faith-based higher learning institution owned by Free Methodist church in Rwanda accredited under license by Ministerial Order 07/2015 of 2015, published in Official Gazette 03/2015.

POSITION: 3 TEACHING STAFF IN THE FACULTY OF EDUCATION

Assistant Lecturer Post 1:

Qualifications :

- Education level: **Master's in Education (Educational management and Administration) from a recognized university**
- Professional experience: **3 years of experience minimum teaching in higher learning institutions.**

Assistant Lecturer/Lecturer Post 1:

Qualifications :

- Education level: **PhD/Master's in Biology from a recognized university**
- Having a post Graduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.

Assistant Lecturer/Lecturer Post 1:

Qualifications:

- Education level: **PhD/Master's in Mathematics from a recognized university**
- Having a post Graduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.

POSITION: 4 TEACHING STAFF IN THE FACULTY OF HEALTH SCIENCES

Assistant Lecturer/Lecturer Post 1:

Qualifications :

- Education level: **PhD/Master's in Biomedical Laboratory sciences ; Medical laboratory sciences, Histotechnology, Immunology; Microbiology; from a recognized university**
- Having a post Graduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.



Key Role and Responsibilities:

1. To participate actively in projects proposal and grants writing and research activities for the faculty development;
2. To use Moodle as a requirement in order to promote the Virtual Learning Environment (VLE);
3. To submit the course outline to the program leader for approval before he/she starts to teach the course;
4. To organize continuous assessment and final exam as required in the Academic Regulations;
5. To meet the course objectives as described in course outline;
6. To timely give feedback to students on their course work;
7. To evaluate and submit the examination marks and copies two weeks from the day of final exam;
8. To ensure quality is met in all teaching-learning and assessment including online module evaluation;
9. To provide students with relevant information as to what is expecting from them in order to facilitate their teaching and learning process;
10. To be fully involved in designing, implementing and evaluating the marketing strategies including students recruitment and ensure better service delivery
11. To abide by the motto and values of institution (KP);
12. To fulfil other assignments upon the direct supervisor request

Assistant Lecturer/Lecturer Post 1:

Qualifications :

- **Education level: PhD/Master's in Pediatric Nursing from a recognized university**
- **Having a post Graduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.**

Key Role and Responsibilities:

1. To participate actively in projects proposal and grants writing and research activities for the faculty development;
2. To use Moodle as a requirement in order to promote the Virtual Learning Environment (VLE);
3. To submit the course outline to the program leader for approval before he/she starts to teach the course;
4. To organize continuous assessment and final exam as required in the Academic Regulations;
5. To meet the course objectives as described in course outline;



6. To timely give feedback to students on their course work;
7. To evaluate and submit the examination marks and copies two weeks from the day of final exam;
8. To ensure quality is met in all teaching-learning and assessment including online module evaluation;
9. To provide students with relevant information as to what is expecting from them in order to facilitate their teaching and learning process;
10. To be fully involved in designing, implementing and evaluating the marketing strategies including students recruitment and ensure better service delivery
11. To abide by the motto and values of institution (KP);
12. To fulfil other assignments upon the direct supervisor request

Tutorial Assistant Post 1:

Qualification:

- **Education level: Bachelor Degree in Nursing from a recognized university**
- **Having a post Graduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.**
- **Professional experience: 1 year of experience minimum Health related.**

Tutorial Assistant Post 1:

Qualifications and experience:

- **Education level: Bachelor Degree in Midwifery from a recognized university**
- **Having a post Graduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.**
- **Professional experience: 1 year of experience minimum Health related.**

Key Role and Responsibilities:

1. Tutoring students upon request from the department.
2. Assist students that are undertaking their projects, mostly those that need laboratory settings.
3. To contribute to the development of appropriate teaching materials in collaboration with the module leader.
4. To use **Moodle** as a requirement for all Academic teaching staff in order to promote the Virtual Learning Environment (VLE).



5. To acquire tutorial questions and case study problems from the program leader before he/she starts tutorial sessions;
6. To participate in the assessment process, using a variety of methods and techniques and provide effective, timely and appropriate feedback to students to support their learning.
7. To align teaching with stated course objectives as described in course outline;
8. To provide students with relevant information as to what is expecting from them in order to facilitate their teaching and learning process;
9. To engage in professional development to remain current and ensure application of recent advances in knowledge to teaching.
10. To abide on the motto and values of institution (KP);
11. To be a role model, approachable, helpful, and familiar with the course content and assignments assigned by conducting tutorials, computer labs or review sessions; Mark assignments and tests as well as managing the course/module grades; and then contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
12. To support the department by performing all other duties as assigned by supervisors.

Application Instructions:

Interested candidates should submit their application (Motivation letter addressed to the Vice chancellor of Kibogora Polytechnic, updated CV, and Certified copies of Degrees, copy of ID, Proof of required working experience, certificates and references) those who studied abroad should also submit their Degrees Equivalences through e-mail to info@kp.ac.rw and copy to hr@kp.ac.rw.

Application deadline is 19th January 2023 at 5:00 PM,

All attachments should be put together in one PDF file not larger than 2.5 MB.

Only shortlisted candidates will be contacted for test and interview.

Done at Kibogora on January 12, 2023.

Dr. MUKAMUSONI Dariya, PhD

Vice Chancellor of Kibogora Polytechnic

