

**UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA  
OFFICE OF THE VICE CHANCELLOR / CABINET DU RECTEUR**

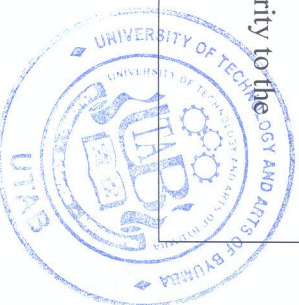


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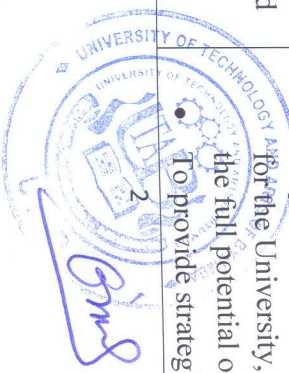
**JOB ANNOUNCEMENT**

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

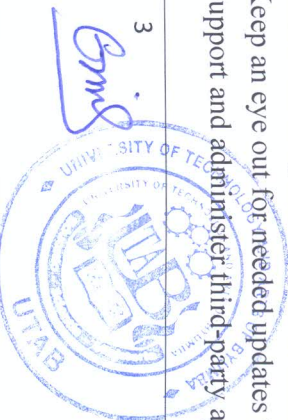
N° post	Title of the post	Number of Staff	Minimum required qualifications	Duties and responsibilities
1.	Logistics and Store Keeper	1	Bachelor's Degree in Management, Accounting, Finance with experience of at least three (3) years in a University or a higher learning institution. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision, strong verbal and written skills.	<ul style="list-style-type: none"> <li>• Planning, Organizing and Managing Logistics</li> <li>• Make a follow up logistics operations in different departments</li> <li>• Evaluating Suppliers</li> <li>• Coordinating Purchases on operating needs</li> <li>• Monitoring utilization of all materials and equipment</li> <li>• Receive, inspect and storing a variety of materials, equipment and supplies delivered to a department / directorate</li> <li>• Fill out appropriate inventory control records and places material in appropriate storage shelves or room.</li> <li>• Issues requisitioned material or supplies to department personnel and maintains inventory records in accordance with established policy and procedures.</li> <li>• Monitor inventory supply levels and daily changes</li> <li>• Performs inventory of supplies and materials and provide security to the inventory</li> <li>• Enter data into computer inventory system/ Asset register</li> </ul>



			<ul style="list-style-type: none"> <li>• To ensure that the asset register is well updated and having the similar figures reported in the financial position</li> <li>• To conduct regular physical verification of the assets and initiate some public auctions in case of necessity</li> <li>• To monitor the status of the assets on annual basis, and compute well its depreciation</li> <li>• Maintains shelves and goods in clean and orderly condition</li> <li>• To exercise any other duties that could be assigned by your superiors</li> </ul>
<p>2.</p> <p>Procurement Officer</p>	<p>1</p>	<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>	<ul style="list-style-type: none"> <li>• To develop, manage, coordinate, monitor and evaluate the acquisition of goods and services for UTAB throughout procurement process;</li> <li>• To conduct negotiations with suppliers and monitor performance guarantee within UTAB;</li> <li>• To carry out tendering procedures for all types of contracts;</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>
<p>3.</p> <p>Infrastructure Officer</p>	<p>1</p>	<p>Bachelor's Degree or Diploma (AI) in construction, Civil engineering, with experience of at least three (3) years in construction. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work</p>	<ul style="list-style-type: none"> <li>• To manage all aspects of the University's estate, its related resources and facilities to provide a physical support environment commensurate with the University's corporate objectives.</li> <li>• To provide long-term comprehensive and integrated physical resource planning for the University, its faculties and departments, to create the basis for exploiting the full potential of the University's physical resources</li> <li>• To provide strategic leadership and effective management of the Estates and</li> </ul>



		<p>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>	<p>Facilities, to manage them and be accountable for the efficient and effective provision of comprehensive client centred services for estates planning, management and facility support activities</p> <ul style="list-style-type: none"> <li>• To provide effective leadership and management of health, safety &amp; environmental matters for the University as a whole.</li> <li>• Ensure (buildings, grounds, landscape, equipment, car fleet) are well maintained and repaired.</li> <li>• Consolidate all plans of construction, installation, repairing and maintenance works;</li> <li>• Determination and Specification of construction methods and quality standards;</li> <li>• Ensure that all institution land property is registered and all titles are acquired.</li> <li>• Providing technical assistance in elaboration of specifications of construction, maintenance and other related works</li> <li>• Providing technical assistance in elaboration of specifications of construction materials, electrical and plumbing materials, office furniture and materials related to the estate.</li> <li>• Monitoring the contract execution and verify the invoices from contractors before payment.</li> <li>• Ensure that all institution assets are valued, recorded, codified and engraved.</li> <li>• To be member of the disposal committee of campuses and provide advises about how disposal would be conducted successfully.</li> <li>• Ensure cleanness of the institution areas by orienting cleaners</li> <li>• Ensure the safety of the workplace by working well with security guards in place.</li> <li>• Repair broken assets, putting them in order and providing all the necessary advice</li> </ul>
4	Network Administrator	<p>1</p> <p>Bachelor's Degree or AI in Information Technology (IT) with experience of at least three (3) years in the field of Networking, having a certificate in CCNA, CISCO, Network Security. Having</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> <li>• Keep an eye out for needed updates technology</li> <li>• Support and administer third-party applications</li> </ul>



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		na 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>• Ensure network security and connectivity</li> <li>• Monitor network performance (availability, utilisation, throughput, good put, and latency) and test for weakness</li> <li>• St 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> <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>
5.	Cattle keeper	2	<p>Must have completed at least primary six with full ability to read and write, must be trustworthy, full of integrity and flexible</p> <ul style="list-style-type: none"> <li>• Herd livestock and provide wonderful companionship</li> <li>• Feed and give clean water accurately to the cattle in accordance with prescribed measurements by supervisors and be aware of every possible danger the cattle can face ahead of time</li> <li>• Clean pastures and ensure good use of organic fertiliser from cows, goats, chickens and rabbits</li> <li>• Milk cattle and ensure its proper distribution</li> <li>• Provide safety place and security for the whole cattle</li> <li>• Always show up and never leave the cattle alone</li> <li>• Perform other duties that can be assigned by supervisors</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. A 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 **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 27<sup>th</sup> June 2023 at 05.00p.m.

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

Done at Byumba, on 20<sup>th</sup> June 2023

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



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