

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	Num ber of Staff	Minimum required qualifications	Duties and responsibilities
1.	Director of Planning	1	Master's Degree in Management, Accounting, Finance, Economics or related field with experience of at least three (3) years of management of activities 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	<ul style="list-style-type: none"> • To prepare Strategic plan, business plan, annual action plan and compiling institution's reports on monthly, quarterly and annual basis • Plan appropriate strategies in coordination with planning team. • Analyze all trends and identify and resolve all market trends. • Coordinate with various teams to prepare all proposals for various functional project teams. • Maintain understanding of various strategies on worldwide projects and design all creative presentations to develop and implement various projects. • Partner with all cross functional project teams to execute all online marketing strategies. • Maintain knowledge on all users and interactive trends and identify all client growth requirements and implement all processes. • Manage all associate resources for same and ensure compliance to budget.



		<p>written communication skills, ability to multi-task and meeting deadlines is required.</p>	<ul style="list-style-type: none"> • Supervise all development strategies and perform competitive research • Assist all creative and analysis team to design appropriate marketing and communication strategies. • Recommend appropriate solution for all clients to facilitate increasing in businesses and assist to position brand efficiently. • Manage and monitor all social trends required for client business. • Analyze all information to prepare comprehensive advertising strategies for all projects. • Ensure efficient use of all qualitative methods for all project plans in coordination with research groups. • Analyze all trends and perform study on impact on all consumer behavior and maintain knowledge on all perceptions of brand to ensure compliance to all client requirements. • Coordinate with creative team to provide all required information on all product features. • Prepare presentations for all clients and agency staff. • To exercise any other duties that could be assigned by your superiors 	
2.	Secretary of the faculty	3	<p>Bachelor's Degree in Statistics, Computer sciences, Educational Sciences, Public Administration, Management, Secretarial Studies or related field with experience of at least three (3) years in</p>	<ul style="list-style-type: none"> • To receive, orient, handle and reporting the issues of Students • Drafting the time table of teaching staff of the Faculty • Participate in invigilation as a supporter whenever it is necessary • To collect the students' marks of lecturers and Report it. • To receive and classify documents and correspondences



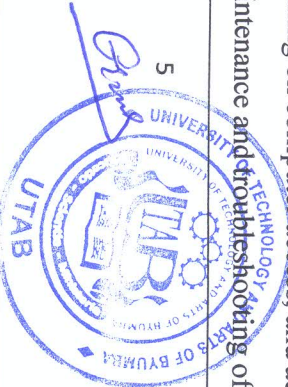
	office management. Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision, strong verbal and written communication skills, ability to multi-task and meeting deadlines is required	<ul style="list-style-type: none"> • To prepare letters, documents & correspondences • To exercise any other duties that could be assigned by your superiors
3. Center for Professional Development Officer	1 Master's Degree in Educational Sciences, or social sciences, or Bachelor with experience of at least three (3) years in Educational activities. 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 meeting deadlines is required	<ul style="list-style-type: none"> • Developing and identifying professional courses to be delivered at Centre for Professional Development (CDP). • Delivering program to a high quality. • Analysing professional courses needs in conjunction with Coordinator of the Centre. • Developing strategic plan, action plan and budget of the Centre for Professional Development (CDP) • Implementing the action plan and budget for the Centre for Professional Development (CDP) and make reports following UTAB policies. • Designing, directing and delivering training and development of professional courses to accomplish the university's goals. • Marketing the courses and take lead in the attraction of the trainees. • Creating resources that can help in delivering professional courses. • Developing professional development courses and development strategies to deliver them considering immediate and long-term requirements.



			<ul style="list-style-type: none"> • Managing effectively the materials used in the Centre. • To exercise any other duties that could be assigned by your superiors
4.	Research and publication Officer	1	<p>Master's Degree in Educational Sciences, or social sciences, or Bachelor with experience of at least three (3) years in research activities. 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 meeting deadlines is required</p> <ul style="list-style-type: none"> • Coordinate with business management department to determine research objectives • Develop and direct given research assignments • Create a plan of action, set project goals, and managing completion • Conduct detailed research of intended subject matter according to business needs • Formulate effective and efficient research processes • Identify market trends and patterns • Design surveys, questionnaires, polls, etc. specific to research requirements • Test research methodologies to confirm intended purpose of evaluation • Perform fieldwork, interviews, experiments, concept tests, etc. to gather data • Utilize various professional sources to find and extract pertinent information • Perform evaluative analysis of selected resources and current market data • Organize and maintain research databases • Compile and organize findings in graphs, charts, and diagrams • Document, report, and present research findings to management, clients, partners, stakeholders, etc. • To exercise any other duties that could be assigned by your superiors
5.	Computer Laboratory Assistant	1	<p>Bachelor's Degree in computer sciences, Computer Engineering, Information and Communication Technology, Electronic and Telecommunication with</p> <ul style="list-style-type: none"> • Identify and repair troubleshooting problems involved in faulty PCs, Laptop & Office Hardware • Repair eventual troubleshooting problems for data-processing tools • Organize trainings for software users and suitable computer applications suitable for the institution.



		<p>experience of at least three (3) years in computer application, computer maintenance, network troubleshooting Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision.</p> <ul style="list-style-type: none"> • Help Desk customer support services • Applying Security Patches /AV updates • Disk/Partition Management • LAN/NIC configurations • Carry out annual inventory on computer park of the institution (indicating materials and equipment for refurbishment) • Inventory of all PC hardware and software, virus protection; • Inventory of network equipment • Participate in tender for computer equipment renewal: • Indicate technical specifications • Check quality of materials in stock compared to purchasing orders • Approve and control maintenance service activities performed by subcontractors who have been contracted for regular technical assistance on annual basis by the institution; • Take part in finalizing subcontracting technicians contract • Check the service provided quality. • LAN & Network Administration: • LAN installation, maintenance and repair capabilities; • Network use training. • Installation of network hardware and software; • Maintenance of network systems; • Implementation of LAN policies and procedures; • Training on computer access, and access to office software • Maintenance and troubleshooting of Routers, Switches, Access
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			<p>Points, VoIP equipment (VoIP phones, IP-PBX)</p> <ul style="list-style-type: none"> To exercise any other duties that could be assigned by your Superiors To advise the Vice Chancellor about good management and functionality of the University, and how to handle social problems. To promote a culture of excellence and innovation for quality service delivery To coordinate and Supervise the office of the Vice Chancellor To act as Secretary of UTAB organs (Senior Management committee meeting, etc) Assist in day to day office management; writing and reading letters, memos and reports and thereafter advise the Vice Chancellor Reviewing operating practices and procedures and determine where improvements need to be done e.g. reporting procedures / formats, To monitor & evaluate MoUs signed by UTAB Prepare responses to correspondences that contain routine inquiries Coordinate, attend and report on meetings organized by the VC and Manage VC schedules To exercise any other duties that could be assigned by his/her Superiors
6.	Advisor to the Vice Chancellor	1	<p>Master's Degree in literature, Educational Sciences, Management or related Social sciences with experience of at least three (3) years of management of activities 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 communication skills, ability to multi-task and meeting deadlines is required</p>
7.	Accountant	1	<p>Bachelor's Degree in Management, Accounting, Finance with experience of at least three (3) years of management activities in a University or a higher learning</p> <ul style="list-style-type: none"> To analyze UTAB financial information such as cash management, expenditures, and revenues to make sure that financial operations do not exceed budget limits. To review request for fund from different services for accuracy, completeness and compliance with budget line items. To Prepare payments voucher and check/OP basing on cash requisition and supporting documents from respective services and submission to respective authorities for



	<p>institution. The candidate should have also a certificate of CPA or other certificate of professional accountant from a recognized 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 communication skills, ability to multi-task and meet deadlines is required</p>	<p>verification and approval.</p> <ul style="list-style-type: none"> • To compile and analyze financial information to be recorded in accounting software on daily basis with correct coding and with all necessary supporting documents. • To Record all financial transactions of the institution in the accounting software. • To ensure that statutory and non-statutory deductions are remitted to respective authorities in time as required by laws and regulations. • To ensure accuracy of transactions and uniform application of accounting policies and acceptable standards. • To review invoices issued by UTAB to be submitted to respective institutions and submit to authorities for approval. • To make bank reconciliations. • To Report to Chief Accountant on monthly basis • To provide advice to the Chief Accountant on the good conduct of financial activities. • To provide and elaborate financial (quarterly and annually and analyze variances between approved budgets) and actual expenditures. • To undertake research and analysis of budgetary and financial policies and procedures and make recommendations for changes or modifications. • To utilize rationally financial tools (physical/hard or soft) as required for effective accounting. • To perform any other duties that could be assigned by supervisor.
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Application MUST be done electronically by submitting the following document to the University E-mail: 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

The Closing date for application (s) is 30th July 2023 at 05.00p.m.

N.B.: Only shortlisted candidates will be contacted

Done at Byumba, on 22nd July 2023



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

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