

JOB ANNOUNCEMENT

Kibogora Polytechnic is recruiting administrative staff; the positions are open to all Interested and qualified Candidates

S/N	Job title	Number Positions	Qualification and experience required
1	Director of Estates Management	1	Qualifications and Experience: <ul style="list-style-type: none">• Bachelor's degree in Urban Planning, Urban Management, Civil Engineering, Architecture, Construction, Rural Settlement, Property Management, Infrastructure Management• Extensive Knowledge in Infrastructure,• Property Management,
2	Administrative assistant to the office of the Vice-chancellor	1	Qualifications and Experience: <ul style="list-style-type: none">▪ Bachelor's degree in Administrative Sciences, Secretariat Studies, Office Management, Public relations, Journalism and Communication, Mass media, Marketing, International Relations, Governance, Management, Political Sciences, Law▪ Familiarity with Management information system
3	Human resource officer	1	Qualifications and Experience: <ul style="list-style-type: none">▪ Bachelor's degree in Administrative Sciences, Humana resource management, Administration sciences, Management▪ Familiarity with Human Resource Management information system▪ Knowledge of regulations applying to payroll procedures,▪ Knowledge of human resources concepts, practices, policies, laws, and procedures

Required skills for all positions:

- Excellent verbal, and written communication and presentation skills
- Computer literacy, particularly in the use of MS Word, Excel, and PowerPoint
- Analytical, problem-solving, and critical thinking skills
- Technical understanding of the system being analyzed and how it affects the various business units.
- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes
- Able to work well with both internal and external clients.
- Leadership skills, Report writing, and presentation skills; Fluent in Kinyarwanda, English, and French, knowledge of all is an advantage

HOW TO APPLY

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

Application deadline is 11th December 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 4th December 2023

Dr. MUKAMUSONI Dariya, PhD
Vice-Chancellor of Kibogora Polytechnic

