



## JOB ADVERTISEMENT

### 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.

### A) TEACHING STAFF IN THE FACULTY OF HEALTH SCIENCES

#### Post I: Assistant Lecturer/Lecturer (1)

##### Requirements:

- **Education level:** Master's in **Pediatric Nursing, Neonatology Nursing, Preoperative Nursing and Medical surgical nursing** from a recognized university, with equivalence where it is applicable
- **Registered with a relevant professional body**

#### Post II: Assistant Lecturer/Lecturer (2)

##### Requirements:

- **Education level:** Master's in **Midwifery** from a recognized university, with equivalence where it is applicable
- **Registered with a relevant professional body**

#### Position Title: Tutorial Assistant (3)

##### Requirements:

- **Education level:** Bachelor's Degree in **Midwifery** from a recognized university, with equivalence where it is applicable
- **Professional experience:** **1 year of experience minimum Health-related**
- **Registered with a relevant professional body**

#### 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 the course outline;
8. To provide students with relevant information as to what is expected from them in order to facilitate their teaching and learning process;
9. To engage in professional development to remain current and ensure the application of recent advances in knowledge to teaching.
10. To abide by the motto and values of Kibogora Polytechnic;
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 contribute 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,

## **B) TEACHING STAFF IN THE FACULTY OF EDUCATION**

### **Position I: Assistant Lecturer/Lecturer (1)**

#### **Qualifications:**

- **Education level: Masters/PhD in Geography from a recognized university, with equivalence where it is applicable**
- **Having a postgraduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.**

### **Position II: Assistant Lecturer/Lecturer (1)**

- **Education level: Masters/PhD of Education in Kiswahili from a recognized university, with equivalence where it is applicable**

### **Position III: Assistant Lecturer/Lecturer (1)**

- **Education level: Masters/PhD of Education in Kinyarwanda from a recognized university, with equivalence where it is applicable**



**Position IV: Assistant Lecturer/Lecturer (1)**

- **Education level: Master/PhD in Economics from a recognized university, with equivalence where it is applicable**
- **Having a postgraduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.**

**Position V: Assistant Lecturer/Lecturer (1)**

- **Education level: Master/PhD in French from a recognized university, with equivalence where it is applicable**
- **Having a postgraduate 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 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 exams as required in the Academic Regulations;
5. To meet the course objectives as described in the course outline;
6. To timely give feedback to students on their coursework;
7. To evaluate and submit the examination marks and copies two weeks from the day of the 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 expected 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 student's recruitment, and ensure better service delivery
11. To abide by the motto and values of Kibogora Polytechnic
12. To fulfill other assignments upon the direct supervisor's request



KIBOGORA POLYTECHNIC



## **Application Instructions:**

All 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 Equivalences through e-mail to [info@kp.ac.rw](mailto:info@kp.ac.rw).

The application deadline is **29<sup>th</sup> January 2024 at 5:00 PM**,

All attachments should be put together in one PDF file.

**Only shortlisted candidates will be contacted for test and interview.**

Done at Kibogora on January 25<sup>th</sup>, 2024

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