



UMST University of Medical Sciences and Technology
P.O. Box: 3523, Kigali - RWANDA
Address: Kicukiro, Nyarugunga, Rwinyange Village, KK3Rd
Telephone: +250 (0) 781993369 / +250 (0) 791446438
Email: Rwand@UMSTEDU.com

University of Medical Sciences and Technology (UMST) in Khartoum, Sudan, is relocating to Rwanda due to the ongoing conflict in Sudan. This move is aimed at providing continuity for the UMST students, who have faced significant disruptions due to the crisis in their home country. UMST is aimed to develop competent and socially responsible professionals and lifelong learners in an environment that promotes excellence in the academic process of teaching, learning, research and community service.

Position Title: Public Relation Officers
Type: Full-Time

Position summary

A Public Relations Officer (PRO) is responsible for managing the public image and communications of an organization. Key responsibilities include developing and implementing PR strategies, crafting press releases, managing media relations, organizing events, and handling crisis communications. PRO aim to maintain a positive public image, enhance the organization's reputation, and effectively communicate its message to the target audience.

Main duties and Responsibilities:

- Develop and maintain relationships with journalists and media outlets.
- Build strong connections with government agencies and other universities.
- Manage Public Relation in planning, coordinating and executing public relations activities and events at the University to promote a positive image.
- Help University develop and manage their brand identity.
- Respond to media and public enquiries.
- Develop and implementing University marketing plans.
- Respond to media and public enquiries.

- Prepare and distribute press releases.
- Organize and manages special University events, such as open days and conferences.
- Submit monthly and annually report to the direct manager.
- Perform any other duties as assigned etc...

Education

Hold a bachelor's degree or postgraduate degree in international relations, administration, marketing management or other relevant fields.

Experience

minimum of 2 years of proven experience.

skills

- **Communication:** Strong written and verbal communication skills.
- **Teamwork:** Ability to work well with others and contribute to a team environment.
- **Problem-Solving:** Creative and analytical thinking to resolve issues.
- **Adaptability:** Flexibility to adapt to changing circumstances and new challenges.
- **Time Management:** Efficiently managing one's time and prioritizing tasks.
- **Computer Proficiency:** Understanding of relevant software and tools.

Languages

The candidate must be fluent in English; the knowledge of French language would be an added advantage.

How to apply

Interested candidates should send their cover letter, Curriculum Vitae (1page) including three references, and a copy of the notified degree, experience certificate, any recommendation letter if available to the email address umstrwanda@gmail.com no later than Thursday 20th of June 2024. Only selected candidates will be contacted.





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Position Title: Store keeper and Administrator

Type: Full-Time

Position Summary

A Store Keeper and Administrator is responsible for overseeing inventory management and ensuring the efficient operation of storage facilities. Key responsibilities include receiving and inspecting goods, maintaining accurate inventory records, organizing and storing items, and managing stock levels to prevent shortages or overstock situations.

Main duties and Responsibilities

- Receive all deliveries and check Materials received.
- Liaison with suppliers about deliveries and discrepancies in stock.
- Keep detailed records of shortages and spares of items.
- Update inventory management systems regularly.
- Control over all activities in Stores Department.
- Ensure both quality and quantity of materials.
- Maintain proper records.
- Initiate purchase requisitions for the replacement of materials.
- Perform other related duties as required.

Education

Bachelor's degree in Business Administration, Logistics, or other related fields.

Experience

Proven experience of a minimum 3 years.

skills

- Inventory Management proficiency
- Computer skills
- Interpersonal skills
- Data entry skills

Languages

The candidate must be fluent in English; Kinyarwanda.

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Position Title: Accountant

Type: Full-Time

Position Summary

An Accountant is responsible for managing and analyzing financial records to ensure accuracy and compliance with relevant regulations and standards. Key responsibilities include preparing financial statements, maintaining and reconciling ledgers, handling accounts payable and receivable, conducting audits etc.

Main duties and Responsibilities

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Internal controls and risk management.
- Financial Statement Preparation and Analysis.
- Ensure proper management of the University resources.
- Comply with financial policies.
- Submit monthly, quarterly and annually report to the supervisor.
- Perform any other duties as assigned by the superior.

Education:

Bachelor's degree in Finance, Accounting, Management (with a specialization in Accounting/ Finance), other Professional qualification such as ACCA, CPA are added value.

Experience

Proven experience of a minimum 3 years as an accountant.

skills

- financial analysis, thinking, collaboration. Planning & Organizational Skills.
- Leadership Skills. Prioritization of multiple work streams.
- Interpersonal Skills
- Effective communication skills.
- Time Management Skills and Computer Skills.

Languages

The candidate must be fluent in English; Kinyarwanda and knowing French is added advantage

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Position Title: Cashier

Type: Full-Time

Position Summary

A Cashier is responsible for handling financial transactions and providing excellent customer service in a retail or service environment. Key responsibilities include processing sales using cash registers or point-of-sale systems, handling cash, credit, and debit transactions, issuing receipts, and balancing the cash drawer at the end of shifts.

Main duties and Responsibilities

1. Enter daily all payments and invoices received from students into designated database.
2. Collect and verify receipts for all services according to applicable rates.
3. Receive, control and enter daily in the system data relating cash received.
4. Manage and respond to inquiries concerning payment issues raised by students.
5. Maintain petty cash drawer, receipts and balances daily and ensure full management of related documents.
6. Keep track of cash and insure it is balanced at the end of the day.
7. Produce daily report and submit it to accountant.
8. Perform any other duties as assigned by the direct manager.

Education

Bachelor's degree in Accounting, Finance or other related fields

Experience

Proven experience of a minimum 2 years as a cashier.

Skills

- Deep understanding of financial accounts.
- Knowledge to analyses complex financial information, and to produce reports.
- Computer skills.
- Planning and organizational skills.
- Communication skills.
- Time management Skills.
- Complex Problem solving and Flexibility Skills.

Languages

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Position Title: Internal Auditor

Type: Full-Time

Position Summary

An Internal Auditor is responsible for evaluating and improving the effectiveness of an organization's internal controls, risk management, and governance processes. Key responsibilities include conducting audits of financial and operational processes, assessing compliance with laws and regulations, identifying areas of improvement, and recommending corrective actions. Internal Auditors prepare detailed reports on audit findings, collaborate with management to implement recommendations, and ensure that corrective measures are effective.

Main duties and Responsibilities

- Determine internal audit scope and develop annual plans.
- Obtain, analyse and evaluate accounting documentation, previous reports, data, flowcharts etc.
- Prepare and present reports that reflect audit's results and document process.
- Maintain open communication with management and audit committee.
- Document process and prepare audit findings memorandum.
- Conduct follow up audits to monitor management's interventions.
- Evaluate financial documents for accuracy and compliance with federal regulations.

- Identify the financial risk of the University and offer recommendations to reduce risk.
- Identify accounting and financial record-keeping processes that can be improved.
- Determine ways to cut costs and improve profitability.
- Assess the efficiency and productivity of internal staff and make recommendations for improvement.

Education

Bachelor's degree in finance, accounting, business administration, or a related field preferred.

Experience

Proven experience of a minimum 2-3 years as an internal auditor

Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Ability to maintain confidentiality and handle sensitive information

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Position Title: Librarian (Books-Based and Electronic Resources)
Type: Full-Time

Position Summary

A Librarian specializing in both books-based and electronic resources is responsible for managing and organizing a library's collection of physical books and digital materials. Key responsibilities include cataloging and classifying resources, assisting patrons in locating and using materials, managing electronic databases, and ensuring access to digital resources.

Main duties and Responsibilities

- Coordinate access and maintenance of the Library's licensed digital resources;
- Work cooperatively with librarians and staff to promote the use of digital tools and resources to serve our students;
- Perform professional library work in collection development, including acquisition, evaluation, selection, and weeding of digital and print library materials;
- Provide information, readers advisory and reference services;
- Collect, maintains and reports digital resources and services statistical data to Library Administration.
- Organize digital library collections and databases by tagging, cataloguing,

- Establish policies regarding copyright laws and fair use of copyrighted materials
- Perform other assigned duties

Education

Bachelor's degree in Library Science or Information Science

Experience

Proven experience of 2-3 years as a librarian.

Skills

- Strong knowledge of library cataloging standards and classification
- Familiarity with library management systems and electronic resource management platforms.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse patrons and colleagues.
- Flexibility and adaptability in a rapidly changing information environment.

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Position Title: IT Specialist

Type: Full-Time

Position Summary

An IT Specialist is responsible for managing and maintaining the University technology infrastructure to ensure smooth and efficient operation. Key responsibilities include installing and configuring hardware and software, troubleshooting and resolving technical issues, managing networks and servers, ensuring cybersecurity measures are in place, and providing technical support to staff.

Main duties and Responsibilities

- Create new computer systems, networks, and applications
- Design, implement and evaluate computer-based systems, processes, components, and programs.
- Install new software and hardware components.
- Regularly evaluate our IT systems to ensure they meet the necessary demands.
- Assist with network administration tasks.
- Ensure data storage is safe and secure.
- Resolve all issues co-workers have with their IT systems and software.
- Educate co-workers about network security and best practices for computer usage.

- Support the day-to-day operations of our computer network
- Perform other assigned duties

Education

Bachelor's Degree in computer science or a related field is preferable

Experience

Proven experience of a minimum 2-3 years as an IT Specialist.

Skills

Strong analytical, diagnostic, and problem-solving skills.

Good communication ability, both written and verbal.

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Position Title: Teaching Assistant in Medical Sciences

Type: Full-Time

Position Summary.

The Teaching Assistant in Medical Sciences supports faculty and students in medical courses, particularly in the areas of anatomy, biochemistry, physiology, and pathology. This role involves assisting with the preparation and delivery of lectures, labs, and tutorials, and providing individualized support to students.

Main duties and Responsibilities

- Assist faculty in preparing teaching materials and resources for lectures and labs.
- Guide students in developing effective study strategies and exam preparation techniques
- Assist students during lab exercises, ensuring they understand procedures and techniques
- Maintain accurate records of student attendance, performance, and grades
- help teachers prepare lesson materials
- Perform other related duties as required

Education

- MBBS (**Bachelor of Medicine, Bachelor of Surgery**).
- MD (**Doctor of Medicine**): A postgraduate degree with specialization in medical fields such as anatomy, biochemistry, physiology, or pathology.

Experience

Proven experience of a minimum 3 years as a Teaching Assistant in Medical Sciences

skills:

- Proficiency in using laboratory equipment and educational technology tools.
- Excellent verbal and written communication skills.
- Strong interpersonal skills to build rapport with students and faculty.
- Ability to design and implement effective teaching strategies and methodologies etc...

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Position Title: Assistant Professor of Anatomy, Physiology and Pathology

Type: Full-Time

Summary position

The Assistant Professor of Anatomy, Physiology, and Pathology will be responsible for teaching undergraduate and graduate courses, conducting research, and contributing to the academic community through service.

Main duties and Responsibilities

- conduct undergraduate and graduate courses in Anatomy, Physiology, and Pathology. Prepare and deliver lectures, labs, and seminars;
- Develop, update, and improve course materials and syllabi to ensure content is current and relevant
- Provide academic advising and mentorship to students, including guiding research projects, theses, and dissertations.
- Design and evaluate student assessments, including exams, quizzes, assignments, and practical evaluations.

- Incorporate new teaching methods and technologies to enhance learning outcomes.
- Develop and maintain an active research program in Anatomy, Physiology, and/or Pathology.
- Perform other related duties as required

Education

Ph.D. or equivalent terminal degree in Anatomy, Physiology, Pathology, or a closely related field from an accredited institution.

Experience

Proven experience of a minimum 3 years.

Skills

- Strong pedagogical skills and familiarity with diverse teaching methods.
- Ability to design and implement effective course materials.
- Skilled in student mentorship and academic advising.
- Excellent scientific writing and communication skills.
- Ability to present research findings at conferences and seminars.
- Strong oral and written communication skills.
- Demonstrated excellence in teaching at the undergraduate and/or graduate level.
- Strong research record with publications in peer-reviewed journals.
- Postdoctoral research experience
- Proven ability to conduct independent research.
- Ability to supervise student research and contribute to collaborative research projects.

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