



JOB ANNOUNCEMENT

BACKGROUND INFORMATION

University of Technology and Arts of Byumba (UTAB) is a fully accredited community-based university, from 2006. It is located in Byumba Sector, Gicumbi District, Northern Province, Rwanda.

As a university, UTAB is engaged in different activities such as academic, research and community outreach. All of those activities aim at raising the quality of education and social transformation. In this bid, UTAB has joined hands with national, regional and international partners to educate and empower our Graduands with knowledge and practical skills.

VISION OF UTAB

The vision of UTAB is to become a radiating university of academic and professional excellence for sustainable socio-economic development.

MISSION OF UTAB

- To provide quality higher education and community-oriented research
- To shape a skilled workforce in the domains of technology and arts
- To promote a culture of excellence and innovation for quality service delivery.

CORE VALUES

- Academic freedom
- Responsibility
- Excellence
- Ubupfura
- Social justice

Currently, UTAB has runs three faculties fully accredited by HEC. These include the **Faculty of Social Sciences, Management and Development Studies (SSMDS)**, the **Faculty of Education**, and the **Faculty of Agriculture, Environmental Management and Renewable Energy (AEMRE)**. UTAB operates in two campuses one at BYUMBA in Northern Province and another one at KIRAMURUZI in

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Eastern Province. It is in this regards that the UTAB wishes to recruit qualified, experienced and competent candidates to fulfill the following positions at KIRAMURUZI Campus:

1. Director of Academic affairs and Research: 1 Position

Duties and responsibilities

The Director of Academic Affairs and Research will be hired to:

- Coordinate academic matters of the campus
- Plan and supervise all activities related to quality assurance, admission and registration
- Improve database of students in UMIS (adjustment of students' data and continuous assessment of recording marks in UMIS for students, academic documents and archives management
- Oversee and prepare the student's graduation ceremonies
- Ensure responsibility for all administrative business related to evaluation and information of students
- Ensure the implementation of the Academic regulations and advise the Deputy Vice Chancellor Academics and Research and all academic committees on its interpretation
- Work closely with the campus Manager to elaborate the Academic calendar
- Ensure that a clerical service is provided to all academic committees
- Operate as a senior manager of the Institution on the Executive organ, responsible for the effective running and development of the whole campus, and for assisting the Senate in their governance functions.

Minimum requirements

- PhD or Master degree holder in Education, Social Sciences or related fields
- Having at least three (3) years of experience in teaching activities or Registry affairs in a university or a higher learning institution
- Fluent in English; knowledge of French is an added value
- 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
- Strong leadership skills with demonstrated competences in championing quality result-oriented delivery.
- Exercise any other duties that could be assigned by your Superiors.

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2. Director of Finance and Administration: 1 Position

Duties and responsibilities

The Director of Finance and Administration will be hired to:

- Ensure the financial management of institution under the supervision of Campus Manager
- Elaborate the budget prevision of the Campus
- Verify and monitor the action plans and procedures related to expenses and income
- Produce the financial statements of the campus due to the will of UTAB
- Manage the liquidities and bank accounts of campus UTAB Kiramuruzi
- Provide the parameters showing the financial statements of institution on weekly, monthly, quarterly and annual basis
- Lead, coordinate and plan the financial department activities
- Supervise in collaboration with directors, the management and execution of budget Provision for every unit
- Apply the compatible measures to protect the institution patrimony and establish the inventory of existing goods
- Coordinate the activities related to the UTAB staff, trainings and study the mechanisms to increase the employee productivity
- Be responsible for the management of all staff and maintenance of safe and healthy working environment
- Ensure self-finance of the Campus
- Exercise any other duties that could be assigned by your Superiors.

Minimum requirements

- Master's or Bachelor's degree holder with three years of experience in management, Accounting, Finance, Economics or related fields
- Fluent in English; knowledge of French is an added value
- Mastering of at least one of common financial softwares
- 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
- Strong leadership skills with demonstrated competences in championing quality result-oriented delivery.



3. Registry and academic affairs officer: 1 Position

Duties and responsibilities

The Registry and academic affairs officer will be hired to:

- Coordinate academic matters in the Registry office
- Plan and supervising all activities related admission, registration
- Improve database of students in UMIS (adjustment of students' data and continuous assessment of recording marks in UMIS for expected Graduands), academic documents and archives management
- Oversee and prepare the student's graduation ceremonies
- Ensure responsibility for all administrative business related to evaluation and information of students
- Ensure the implementation of the Academic regulations and advise the Director of Academic Affairs and Research and all academic committees on its interpretation
- Work closely with Deans of Faculties to elaborate the Academic calendar
- Be responsible for the management of all staff in Registry and maintenance of safe and healthy working environment
- Ensure that a clerical service is provided to all academic committees
- Exercise any other duties that could be assigned by your Superiors.

Minimum requirements

- Masters or Bachelor's degree holder in Computer Sciences, statistics, Educational sciences Social sciences or related fields
- Fluent in English; knowledge of French is an added value
- 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
- Strong leadership skills with demonstrated competences in championing quality result oriented delivery.

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4. Recovery officer: 1 Position

Duties and responsibilities

The Recovery officer will be hired to:

- Receive, record, and file the students' bank slips
- Establish the financial documents for the students who need the services provided by UTAB
- Ensure all services are timely paid respecting to the established financial calendar
- Provide the reports on timely basis as requested by supervisor
- Record and classify all financial reports
- Rational utilization of all materials and equipment
- Ensure self-finance of the Campus
- Exercise any other duties that could be assigned by your Superiors.

Minimum requirements

- Bachelor's Degree in Management, Accounting, Economics, Finance and related fields
- Having a high level of integrity at work and trust worth, proficiency in time management and ability to work under a minimum of supervision
- Fluent in English; knowledge of French is an added value
- Strong verbal and written communication skills, ability to multi-task and meet deadlines is required.

5. Career guidance officer: 1 Position

Duties and responsibilities

The Career guidance officer will be hired to:

- Offer guidance to students on improvement of Academic and professional performance
- Exposing students to labor market in relation to the expectations of employers on entry level Candidates
- Be the point of contact between the employers and UTAB in coordination of students in Industrial /School attachment and internships
- Support the students through easy, flexible industrial/ School attachment placement
- Evaluate students' experience and Performance in the industry and submit feedback the reports for improvement

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- Demystify myths about career and to advice students on career choices, how to clearly define their Career plan and/or how to compete for Job
- Sensitize and promote working standards as expected by employers
- Provide students with information on graduate schools and furthering their studies
- Plan, Monitor and Evaluate the community outreach / Community services
- Promote and market services
- Liaise with schools, employers and professional organizations
- Exercise any other duties that could be assigned by the superiors.

Minimum requirements

- Bachelor's degree in psychology, Social Work, Sociology, Community development, Educational sciences, Psycho pedagogy or related social sciences
- Having at least three (3) years of working experience in community development
- Fluent in English and knowledge of French is an added value
- Having a high level of integrity and trust worth, proficiency in time management and ability to work under a minimum of supervision, strong verbal and written communication skills
- The ability to multi-task and meet deadlines is required.

6. Assistant Librarian: 1 Position

Duties and responsibilities

The Assistant Librarian will be hired to:

- Coordinate number of the lent books and remaining books: Borrowing & returning back library
- Facilitate the book shelf arrangement and re-shelving of the checked in collection
- Assist in the classification, cataloguing and the numbers inside the books
- Facilitate the staff, students and visitors to access E-Library and other information needed
- Participate in community services activities
- To support students in library collection orientation
- Assigning accession number to the new library collection
- Ensuring the discipline of the library
- Ensuring the hygiene of the library
- Draft budget estimates for required materials in the library
- Exercise any other duties that could be assigned by your superiors

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Minimum requirements

- Bachelor's degree in library management literature, secretarial studies or history
- Having at least three (3) years of working experience in library 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.

7. Computer lab assistant: 1 Position

Duties and responsibilities

The Computer Lab Assistant will be hired to:

- 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
- 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

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- 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 Points, VoIP equipment
- Exercise any other duties that could be assigned by your Superiors.

Minimum requirements

- Bachelor's Degree in computer sciences with experience of at least three (3) years in computer literacy or computer lab 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
- Fluent in English and knowledge of French is an added value
- Strong verbal and written communication skills
- Ability to multi-task and meet deadlines is required.

APPLICATION PROCEDURES

Application can be done electronically or physically by submitting the following:

1. Application letter
2. Curriculum Vitae (CV) with at least three (3) recommendations
3. Certified copy of degree (s) and their Equivalence once studied abroad
4. Certificate of work for those who have worked/certificate of employment for those on the job.

All documents shall be addressed to

University of Technology and Arts of Byumba (UTAB), Office of the Vice Chancellor,
B. O. Box 25 Byumba-Rwanda,
Or by E-mail: info@utab.ac.rw

The Closing date for application (s) is 10/01/2025 at 5.00 pm.

N.B.: Only shortlisted candidates shall be communicated and invited for written test and interview.

Done at Byumba, on 03rd January 2025

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

