



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	Receptionist /customer care	1	<ul style="list-style-type: none">• Bachelor's degree in Economics and management, sociology, Communication, public relations, or Education• Experience of one year as a receptionist as added advantage• Excellent written and verbal communication skills.• Competency in Microsoft applications including Word, Excel, and PowerPoint
2	Cashier	1	<ul style="list-style-type: none">▪ Bachelor's degree in Accounting, Finance, economics, management, economics and management▪ To have CAT is an added advantage.▪ Minimum of two (2) years of experience in finance, Accounting, and compliance management.▪ Familiarity with Management information system
3	It Technician	1	<ul style="list-style-type: none">• Bachelor's degree or advanced diploma in Computer Science, Information Technology, software engineering, networking engineering• Proven experience (1+ years) is an added advantage,
4	Librarian	1	<ul style="list-style-type: none">• Bachelor's degree in Library, or any other related field• Proven experience one year as a Librarian• Familiarity with Library Software, search and avail online resources
5	Assistant to the Academic Registrar's office	1	<ul style="list-style-type: none">• Bachelor's degree in Economics and Management, Communication, Education, and public administration• Excellent written and verbal communication skills.• Competency in Microsoft applications including Word, Excel, and PowerPoint
6	Assistant to the Dean of the students' office	1	<ul style="list-style-type: none">• Bachelor's degree in sociology, Theology, Education, counseling, career guidance• Excellent written and verbal communication skills.• Demonstrate particular sports and cultural talents as added value• Proven experience in career guidance

HOW TO APPLY

Interested candidates should submit their application (Motivation letter addressed to the Vice-chancellor, updated CV, Certified copies of Degrees, copy of ID, Proof of required working experience) 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. For further details, please visit the KP Website at www.kp.ac.rw.

Application deadline is 12th September 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 September 6, 2023

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