



East African University Rwanda.  
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## OFFICE THE VICE CHANCELLOR

### EAST AFRICAN UNIVERSITY RWANDA (EAUR) JOB VACANCY ANNOUNCEMENT

East African University Rwanda (EAUR) is a Private University accredited by the Ministerial order no 013/2015 of 22/06/2015. It started to operate in Rwanda in 2015. It has two campuses where the headquarter is located in Nyagatare District and its branch at REMERA, in Gasabo district nearby Airtel Building across the national Stadium Amahoro. EAUR is an innovative higher learning institution which offers unique and Market driven academic programs through which we offer, advanced diploma and degree programs in film making and production, leisure Tourism and Hotel Management, Mass communication, Industrial Arts and Design, Education and Business Administration. To remain a leading university in quality of education, locally and internationally, EAUR wishes to recruit staff of high caliber and with a wide range of experience to fill in different positions listed below:

No	JOB Position	No of positions	Location
1	Academic Registrar	1	Kigali
2	ICT Lab attendants	1	Kigali
3	ICT Director	1	Kigali
4	Librarian	1	Nyagatare

**N.B** The duties and responsibilities, minimum qualifications, application procedure, deadlines and other job details are available on the university website ([www.eur.ac.rw](http://www.eur.ac.rw)) for inquiries reach out to HR&A Director on the following contact addresses: (email: [hr@eur.ac.rw](mailto:hr@eur.ac.rw); [vc@eur.ac.rw](mailto:vc@eur.ac.rw)) or Telephone number (250)788504964

August 20<sup>th</sup>, 2024

**Prof. KABERA Callixte, PhD**  
Vice Chancellor, EAUR



SN	Positions	N <sup>o</sup> of Positions	Qualification and Working experience	Key Responsibilities	Required Document
1	Academic Registrar	1	PhD Holder in Mass communication, IT, Film Making and Film production, Education and Business Studies or Masters of ICT with proven skills and experience in Higher learning institutions or other related field above mentioned with 5 years' experience	<p>Ensure coordination of the registration office is done with high standard on side of staff and student as well through the following task</p> <ol style="list-style-type: none"> <li>I. Coordinate registration and admission process for the approval of the Admissions Board;</li> <li>II. To provide quality student service which says to students, "We care and we deliver", in the area of registration, academic records, and to ensure the confidentiality and accuracy of student records;</li> <li>III. To lead and demonstrate the University's commitment to thoughtful treatment of its students, past and present, through the timeliness and accuracy of the students' transcription system as well as Supervision of</li> </ol>	<ul style="list-style-type: none"> <li>- Copy of all degrees</li> <li>- Cover Letter</li> <li>- CV</li> <li>- Service testimonial of previous or current employer</li> </ul>



				<p>issuance of academic documents (Testimonials, Transcripts, Certificates)</p> <p>IV. To produce classes and examinations schedules which, as much as possible; serve the needs and preferences of faculty and students and to insure that the condition of the classrooms meets the needs of quality teaching.</p> <p>V. To assist the faculty in administering of the lecturers' evaluation process.</p> <p>VI. Coordinate the elaboration of the annual academic report</p> <p>VII. Prepare the senate agenda in collaboration with the Deputy Vice Chancellor in charge of Academic Affairs and Research</p> <p>VIII. Publish the curriculum of the different programmes</p> <p>IX. Ensure the respect of the academic regulations and other academic policies</p> <p>X. Lead the design and implementation as well as accessibility of academic rules and</p>	
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				<p>regulations to the faculty members and students</p> <p>XI. Prepare the Academic Calendar and ensure its respect</p> <p>XII. Participate in the preparation of graduation ceremony</p> <p>XIII. Lead preparation and Supervision and monitor the respect of the timetable</p> <p>XIV. Supervise Academic Archives database (Records)</p> <p>XV. Facilitate the process of admissions for both fulltime and part time students</p> <p>XVI. Issuing of Admission letters</p> <p>XVII. Prepare and give out application forms (for Admission).</p> <p>XVIII. Prepare lists and arrange the documents bought by the new applicants and hand them over to the board of admissions meetings.</p> <p>XIX. Prepare admission reports and other students' statistical reports</p> <p>XX. Prepare admissions announcement to be published in the local newspapers.</p>	
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				<p>XXI. Retain a credible register for all students admitted in different programmes.</p> <p>XXII. Give out updated class lists to lecturers.</p> <p>XXIII. Prepare and give out suspension letters.</p> <p>XXIV. Any other duty assigned by the employer or any relevant university organ or officer.</p> <p>N.B The job duties and responsibilities may be amended at sole discretion of the university in writing when deemed necessary and such amendments shall continue to form part of your contract duties and responsibilities.</p>	
2	ICT LAB ATTENDANT	1	At least Bachelor of IT with experience of 3 years	<p>i. Designing, creating, updating, preparing and managing the EAUR website,</p> <p>ii. Proposing appropriate technological recommendations, software and equipment for a sound development of the dynamic website,</p> <p>iii. Developing web based application (Programming) and publication of online resources (Library, students marks, timetable, etc</p> <p>iv. Maintain computer peripheral equipment such as printers, scanners, projectors to ensure that these are prepared and ready for use,</p> <p>v. Assist the Director of ICT in the deployment of computer hardware around the institution,</p>	<ul style="list-style-type: none"> <li>- Copy of all degrees</li> <li>- Cover Letter</li> <li>- CV</li> <li>- Service testimonial of previous or current employer</li> </ul>

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				<ul style="list-style-type: none"> <li>vi. Assist the Director of ICT to ensure the internet connectivity and manage bandwidth to satisfy users,</li> <li>vii. Keeping the network up and running (morning checks of systems/software),</li> <li>viii. Ensure that the antivirus software is installed, kept up to date and working properly on all workstations,</li> <li>ix. Performing regular data backups,</li> <li>x. Installing and testing new hardware/software and make them available to appropriate users,</li> <li>xi. Manage the University servers (Managing active Directory: Adding/deleting/creating/modifying user account information, resetting password, etc</li> <li>xii. Set up and maintain user e-mail accounts</li> <li>xiii. Any other duty assigned by the employer or any relevant university organ or officer.</li> </ul>	
3	<b>ICT DIRECTOR</b>	1	Masters of ICT with proven experience in high learning schools in Rwanda with 5	I. Continuously monitor and assess the performance and health of the university's ICT infrastructure, including hardware, software, networks, and systems.	<ul style="list-style-type: none"> <li>- Copy of all degrees</li> <li>- Cover Letter</li> <li>- CV</li> </ul>



			years' experience	<ul style="list-style-type: none"> <li>II. Implement and use advanced monitoring tools and systems to track the status and usage of ICT resources effectively.</li> <li>III. Plan and schedule maintenance activities to ensure the stability, reliability, and efficiency of the ICT infrastructure.</li> <li>IV. Manage the lifecycle of ICT assets, including planning and implementing hardware and software upgrades, replacements, and retirements.</li> <li>V. Regularly analyse ICT systems' performance metrics to identify and implement improvements.</li> <li>VI. Develop and implement strategies to optimize the performance and efficiency of the university's ICT infrastructure.</li> <li>VII. Lead the identification and resolution of technical issues and problems related to ICT infrastructure promptly.</li> <li>VIII. Ensure a swift and effective response to infrastructure-related incidents and disruptions to minimize downtime.</li> </ul>	<ul style="list-style-type: none"> <li>- Service testimonial of previous or current employer</li> </ul>
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				<p>IX. Ensure the ICT infrastructure complies with Higher Education Council (HEC) standards, regulatory requirements, and university policies.</p> <p>X. Conduct regular audits and assessments to ensure adherence to best practices, guidelines, and compliance standards.</p> <p>XI. Maintain comprehensive documentation of the university's ICT infrastructure, including system configurations, network diagrams, and asset inventories.</p> <p>XII. Prepare and present regular reports on the status, performance, and utilization of the ICT infrastructure to university leadership.</p> <p>XIII. Manage relationships with vendors, contractors, and service providers responsible for maintaining and supporting the ICT infrastructure.</p> <p>XIV. Ensure that service level agreements (SLAs) and contractual obligations are met by external partners and providers.</p> <p>XV. Evaluate the current and future capacity needs of the university's ICT infrastructure to support growth and evolving requirements.</p>	
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4	<b>LIBRARIAN</b>	1	Bachelor's Degree in Library Studies with 3 years' working	<p>I. Ensure that the library of EAUR is using KOHA software and other updated softwares</p> <p>II. Train the users of library on KOHA software use</p>	<ul style="list-style-type: none"> <li>- Copy of all degrees</li> <li>- Cover Letter</li> <li>- CV</li> </ul>

		experience in Library	<ul style="list-style-type: none"> <li>III. Managing the day-to-day operations of EAUR libraries</li> <li>IV. Oversee all aspects of the library's services, including acquisitions, cataloguing, reference services, programming, and other activities.</li> <li>V. Developing long-term plans for their library or branch. This might include identifying new areas of focus, creating new programs or initiatives, or expanding existing ones.</li> <li>VI. Recommending new books to add to the collection based on reader feedback</li> <li>VII. Working with other staff members to create policies, procedures, and rules for using the library's materials and facilities</li> <li>VIII. Helping patrons find information by recommending reference books, databases, and other sources of information</li> <li>IX. Serving as liaison between library patrons and library staff by resolving customer service issues or complaints</li> </ul>	<ul style="list-style-type: none"> <li>- Service testimonial of previous or current employer</li> </ul>
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				<ul style="list-style-type: none"> <li>x. Overseeing library operations by planning and implementing new programs and services</li> <li>xi. Supervising the work of other library staff members, including providing guidance on projects and other tasks</li> <li>xii. Coordinating with other libraries to share resources and exchange information</li> <li>xiii. Help users to conduct research on topics related to their specific field of study within their discipline</li> <li>xiv. Recommending changes to library policies or procedures based on research findings and observations</li> <li>xv. Perform any other tasks assigned by Supervisor.</li> </ul>	
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Deadline of applications is on ..... September 6<sup>th</sup>, 2024 at 5:00 PM

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