

JOB ANNOUNCEMENT

I. Background

Kibogora Polytechnic is the first private university-level institution to be centered in the Western Province of Rwanda, on the shores of beautiful Lake Kivu. Our status is a Higher Learning Institution (Ministerial Order 07/2015 of Official Gazette 03/15) owned by the Free Methodist Church of Rwanda, but we welcome students of all faiths and none, currently is ranked as the second university in Rwanda.

Kibogora Polytechnic is recruiting fulltime administrative staff; the position is open to All Interested Candidates.

S/N	POSITION NAME	NUMBER OF POSITIONS	QUALIFICATION, KEY ROLE AND RESPONSIBILITIES
A. ADMINISTRATIVE STAFF			
1	Cashier	2	<p>Qualifications, Experience and competences:</p> <ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, Management or related field, • To have CAT is an added advantage, • Minimum of two (2) years of experience in Finance or accounting and compliance management will be an added advantage, • Familiarity with Accounting software, • Excellent verbal, written communications and presentation skills, • Computer literacy, particularly in the use of MS word, Excel and PowerPoint
2	Recovery officer	1	<p>Qualifications, Experience and competences:</p> <ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, Management or related field, • To have CAT is an added advantage, • Minimum of two (2) years of experience in Finance or accounting and compliance management will be an added advantage, • Familiarity with Accounting software, • Excellent verbal, written communications and presentation skills, • Computer literacy, particularly in the use of MS word, Excel and PowerPoint • Having the experience of one year in a similar role
3	Administrative Assistant to the VC Office	1	<p>Qualifications, Experience and competences:</p> <ul style="list-style-type: none"> • Bachelor's degree in communications or Mass communication, secretariat, Public administration, law, Public Relations, Management, • Having two years of experience related to the office management as an administrative assistant will be an added advantage, • Demonstrated experience working with groups of diverse backgrounds in terms including, cultural, academic, socioeconomic, and disabilities, • Computer literacy, particularly in the use of MS word, Excel and PowerPoint, • Excellent verbal, written communications and presentation skills, • Fluent in English, French, • Good time management skills,



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4	Central secretariat and customer care officer	1	<p>Qualifications, Experience and competences:</p> <ul style="list-style-type: none"> • Bachelor's degree in Economics and management, Economics and Entrepreneurship, Tourism, Management, Public administration, Communication, Education English and French, English and Swahili, English and Kinyarwanda and other related field, • Experience of one year as a receptionist or in a related field will be an added advantage, • Excellent written and verbal communication skills, • Competency in Microsoft applications including Word, Excel, and Power point, • Good time management skills, • Experience with administrative procedures, • Fluent in English, French,
5	IT Programmer	1	<p>Qualifications, Experience and competences:</p> <ul style="list-style-type: none"> • Bachelor's degree in computer sciences, computer engineering, computer programming, software development, coding, networking; • Proficiency in multiple programming languages and frameworks (e.g., Java, Laravel, JavaScript/Node.js, React.js) and the ability to select appropriate technologies based on project needs. • Deep understanding of relational database management systems (e.g., PostgreSQL, MySQL, MS SQL Server) and NoSQL databases (e.g., MongoDB, Cassandra). • Having two years of experience related to programming will be an added advantage • Having knowledge on data security • Fluent in English, French
B. ACADEMIC STAFF			
1	Assistant Lecturer in Dental Therapy	2	<p>Qualifications, Experience and competences:</p> <ul style="list-style-type: none"> • Holder of a Master's Degree in Dental Therapy, Dentistry, or a related field from an accredited university, • A Dentist or Dental Therapist in good standing with the relevant professional regulatory body, • Prior experience as a Lecturer with a focus on teaching Dentistry, Preventive Dentistry, or Oral Health, either in a classroom or clinical setting • Proficiency in English is required, • Competence in professional dental practice, adaptability, imagination, innovation, enthusiasm, self-awareness, teamwork, self-control, results orientation, and the ability to work to deadlines • Computer literacy
2	Assistant Lecturer in Anesthesia	2	<p>Qualifications, Experience and competences:</p> <ul style="list-style-type: none"> • Holder of a Master's Degree in Anesthesia or a related field from an accredited university • A certified Anesthetist in good standing with the relevant professional regulatory body • Prior experience as a Lecturer with a focus on teaching Anesthesia, Pain Management, or Critical Care, either in a classroom or clinical setting. • Proficiency in English is required



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			<ul style="list-style-type: none"> • Competence in professional anesthesia practice, adaptability, imagination, innovation, enthusiasm, self-awareness, teamwork, self-control, results orientation, and the ability to work to deadlines • Computer literacy
3	Lab technician in Dental Therapy	1	<p>Qualifications, Experience and competences:</p> <ul style="list-style-type: none"> • Bachelor's Degree in Dental Therapy or a related field from an accredited university. • A Dental Therapist in good standing with the relevant professional regulatory body. • Prior experience in teaching dental therapy, either in a classroom or clinical setting • Proficiency in English is required • Competence in professional dental therapy practice, adaptability, innovation, enthusiasm, self-awareness, teamwork, self-control, results orientation, and the ability to meet deadline • Computer literacy
4	Lecturer in Biomedical Laboratory Sciences	1	<p>Qualifications, Experience and competences:</p> <ul style="list-style-type: none"> • Hold a PhD Degree in Biomedical Laboratory Sciences, Clinical Laboratory Science, or a related field from an accredited university. • Prior experience as a Lecturer with a focus on teaching subjects such as Microbiology, Hematology, or Clinical Chemistry, either in a classroom or laboratory setting • Computer literacy
5	Lecturer in Theology	1	<p>Qualifications, Experience and competences:</p> <ul style="list-style-type: none"> • A Ph.D. in Theology or a closely related field from an accredited institution. • A proven record of accomplishment of academic research and publications in peer-reviewed journals. • Significant experience in teaching at the undergraduate and postgraduate levels. • Demonstrated ability to secure research funding and lead research projects. • Strong skills in computer literacy • Strong pedagogical skills and a commitment to innovative teaching methods. • Excellent written and verbal communication skills. • Ability to work collaboratively with colleagues and students. • Strong organizational and time management skills. • A commitment to academic excellence and integrity. • A passion for teaching and mentoring students. • An enthusiasm for contributing to the academic and professional community of Kibogora Polytechnic.
6	Tutorial Assistant in Theology	1	<p>Qualifications, Experience and competences:</p> <ul style="list-style-type: none"> • A Bachelor's degree in Theology or a related field from an accredited institution. Candidates pursuing a Master's degree are preferred. • Prior experience in a teaching or academic support role is advantageous but not required. • Strong understanding of theological concepts and principles. • Excellent communication and computer literacy



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S/N	POSITION NAME	NUMBER OF POSITIONS	QUALIFICATION, KEY ROLE AND RESPONSIBILITIES
			<ul style="list-style-type: none"> • Ability to assist with curriculum delivery and support diverse learning needs. • Proficiency in using educational technologies and software. • A commitment to academic excellence and student success. • Enthusiasm for supporting faculty and students in an educational setting. • Strong organizational skills and attention to detail.

HOW TO APPLY

Interested candidates should submit their application made of the following documents: *Motivation letter addressed to the Vice chancellor of Kibogora Polytechnic, updated CV, and copies of Degrees, copy of ID, Proof of required working experience, certificates and references.* Those who studied abroad should also submit the Equivalences of their Degrees. The application must be submitted through e-mail to info@kp.ac.rw.

Application deadline is 29th August **2024 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.

Done at Kibogora on August 22nd, 2024.

Dr. MUKAMUSONI Dariya, PhD
Vice Chancellor of Kibogora Polytechnic

