



## **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 Eastern Province. In the framework of enhancing quality services to students and stakeholders UTAB is pleased to invite qualified and competent candidates to fill different position (s) as follow:

#### **1. Director of Planning**

#### **Minimum required qualifications**

Master's Degree in Management, Project planning, Agriculture Economics, Development studies or related field with experience of at least five (5) years of planning, financial management, teaching or management activities in the University or a higher learning institution.

The candidate should be characterized by having 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.

#### **Duties and responsibilities**

- To prepare Strategic plan, business plan, annual action plan and compiling institution's reports on monthly, quarterly and annual basis
- Plan appropriate strategies in coordination with planning team
- Analyze all trends and identify and resolve all market trends
- Coordinate with various teams to prepare all proposals for various functional project teams
- Maintain understanding of various strategies on worldwide projects and design all creative presentation to develop and implement various projects
- Partner with all cross functional project team to execute all online marketing strategies
- Maintain knowledge of all users and interaction trends, identify client growth requirements, and implement the related processes
- Manage all associate resources for same and ensure compliance to budget
- Supervise all development strategies and perform competitive research
- Assist all creative and analysis teams to design appropriate marketing and communication strategies
- Recommend appropriate solution for all clients to facilitate increasing in businesses and assist to position brand efficiently
- Manage and monitor all social trends required for client business
- Analyze all information to prepare comprehensive advertising strategies for all projects
- Ensure efficient use of all qualitative methods for all project plans in coordination with research groups
- Analyze all trends and perform study on impact on all consumer behavior and maintain knowledge on all perceptions of brand to ensure compliance to all client requirements
- Coordinate with creative team to provide all required information on all product features
- Prepare presentations for all clients and agency staff
- To exercise any other duties that could be assigned by your superiors

#### **2. Policy Development and Compliance Officer**

##### **Minimum required qualifications**

Bachelor's Degree in Education, Psycho pedagogy or related social sciences with experience of at least three (3) years working in the University or Higher Learning Institutions. 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.

#### **Duties and responsibilities**

- To provide advice and assistance to academic community on requirements and process for program design and approval
- To conduct guidance and counselling to students
- To contribute to and participate in the process of assuring UTAB to maintain its degree of awarding powers
- To assist in the various processes surrounding program and module approval, modification, reapprove and to write reports



- To assist in maintaining the official repository of the documentation from the program validation
- To act as secretary of committees as required (training committee, learning and teaching committee, and school councils studying especially on education quality)
- To exercise any other duties that could be assigned by your superiors

### **3. Budget Officer**

#### **Minimum required qualifications**

Bachelor's Degree in Management, Accounting, and Finance with experience of at least three (3) years of experience in management activities in a university or a higher learning institution. 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

#### **Duties and responsibilities**

- To prepare UTAB budget in collaboration with Director of planning
- To follow systematically the budget execution of UTAB
- To prepare regular requisition
- To record and classify financial documents
- Daily record of financial operations (revenue details, etc)
- To analyze accounts, verify all financial pieces and harmonize all the necessary bank reconciliations
- Ensure all financial documents of part time and internal employees are well organized
- Record and classify the financial reports related to UTAB
- Provide and elaborate financial reports i.e. monthly, quarterly and annually (budget executions, etc)
- To exercise any other duties that could be assigned by your superiors

### **4. Human Resource Officer**

#### **Minimum required qualifications**

Bachelors' degree in Human Resource Management, Law, Sociology or related Social Sciences with experience of at least three (3) years in the domain of human resources management or in the domain of Law. 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.

#### **Duties and responsibilities**

- To prepare staff statistics that should be reported to senior management
- To ensure that all staff have offices and safe health environment
- To prepare job advertisement, short listing report and examinations of candidates
- To prepare the contracts, appointment and confirmation letters
- To plan for induction week and its implementation for new staff
- To supervise support and casual workers
- To prepare exit process of staff including hand over and final financial statements
- To prepare employment testimonials if needed
- To supervise and monitor apprenticeship and internship at UTAB
- To prepare statistics needed for staff medical insurance and those for UMIS-HR interface

- Managing employee benefits costs (insurance, retirement contributions, etc.)
- Tracking related payments and reimbursements
- Resolve accounting discrepancies and irregularities
- To perform other duties assigned by line manager' superior

## 5. Secretary of the Department

### Minimum required qualifications

Bachelor's Degree in Statistics, Computer sciences, secretarial studies or related field with experience of at least three (3) years in office 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.

### Duties and responsibilities

- To receive, orient, handle and reporting the issues of Students
- Drafting the time table of teaching staff of the Department.
- Participate in invigilation as a supporter whenever it is necessary
- To collect the students' marks of lecturers and report it.
- To receive and classify documents and correspondences
- To prepare letters and documents & correspondences
- To exercise any other duties that could be assigned by superiors

## 6. Recovery Officer

### Minimum required qualifications

Bachelor's Degree in Management, Accounting, Economics, Finance with experience of at least three (3) years in a university or a higher learning institution. 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.

### Duties and responsibilities

- Receiving, recording, and filing the students' bank slips.
- Establishing the financial documents for the students who need the services provided by UTAB.
- Monitoring and follow up of students who will be graduating, observe if the students are on time and have all necessary materials.
- Ensure exams are given to the students who have already paid and have no arrears.
- Provide the reports on timely basis as requested by supervisor.
- Record and classify all financial reports.
- Hard work and fulfilment of all tasks and responsibilities.
- Rational utilization of all materials and equipment
- Receiving, recording and filing student's bank slips Monitoring and following up Graduands to be, if all requirements are fulfilled.
- To exercise any other duties that could be assigned by your superiors

## 7. Network Administrator

### Minimum required qualifications

The ideal candidate holds a bachelor's degree in Information Technology, Computer Science, Computer Engineering, Telecommunications or a related field from a recognized university, and brings at least three (3) years of relevant experience ideally in network administration within higher education, the public sector, or an enterprise environment. They should have proven experience in designing, implementing and maintaining LAN/WAN networks, managing internet access and enforcing network security. Professional certifications such as Cisco CCNA/Cisco CCNP, CompTIA Network+ or Microsoft Certified: Azure Network Engineer Associate are highly desirable.

On the technical side, the candidate must be proficient in configuring and managing network devices including routers, switches, firewalls, wireless access points, as well as handling IP addressing, VLANs, VPNs, and DNS/DHCP services. They should have a solid understanding of TCP/IP and other core network protocols, cybersecurity principles, and hands-on experience with network monitoring tools (for example PRTG, Nagios or SolarWinds). Further, familiarity with firewall management, intrusion detection/prevention systems (IDS/IPS), anti-virus systems, and knowledge of data protection, backups, and disaster recovery procedures is required.

In terms of communication and soft skills, the candidate must demonstrate good written and verbal English communication, with knowledge of Kinyarwanda or French as a plus. Strong analytical, problem-solving and time-management skills are essential, along with high integrity when handling sensitive institutional data. They should be a team player who can also work independently with minimal supervision, efficiently troubleshoot hardware and software network issues, and show strong attention to detail. The role may require working under pressure or outside normal hours for system maintenance or troubleshooting, and a commitment to continuous learning to stay up-to-date with new network technologies and emerging security threats.

### Duties and responsibilities Duties and responsibilities

- Fully support, configure, maintain and update corporate 's networks devices and in house servers;
- Install and integrate new sever hardware and applications;
- Keep an eye out for needed updates technology;
- Support and administer third- party application;
- Monitor network performance (availability, utilization, throughput, goodput, and latency) test for weakness;
- Ensure Network Security and Connectivity;
- Set up user accounts, permissions and password and mapping some ip Address of end end user;
- Resolve problems reported by end user;
- Define Network Policies and Procedures;
- Specify system requirements and design solutions;
- Research and make recommendations on server system administration;
- Remote and upgrade new technology based on the current technology
- Monitor server performance;
- Maintenance and troubleshooting of Routers, switches, Access point, VoIP equipment (VoIP phones, IP-PBX)
- LAN installation, maintenance and repair capabilities;
- Installations and configuration of network hardware and software;
- Maintenance of network systems;



- Network use training;
- To exercise any other duties that could be assigned by your superiors

## 8. Infrastructure Officer

### Minimum required qualifications

The candidate should hold a Bachelor's Degree in Civil Engineering, Construction Management, Architecture, Building Technology or a closely related field from a recognized University. Registration within a professional body (such as the Rwanda Council of Engineers or equivalent) is a valuable plus. Candidates should bring at least three years of relevant experience preferably in construction supervision, infrastructure planning, or facilities management ideally within a university or government setting. Experience spanning building projects from planning through procurement to implementation and evaluation is highly desired.

From a technical and professional standpoint, the candidate must demonstrate a solid grasp of construction project management, building codes, national construction standards and safety regulations. They should be capable of reading and interpreting architectural/engineering drawings, monitoring contractor performance for contract compliance, managing quality assurance, and producing progress reports. Competence with project-tracking and documentation software (for example AutoCAD, MS Project or advanced Excel) is expected. Furthermore, they should be familiar with legal and regulatory matters such as construction laws, procurement rules, building permits and environmental compliance, and able to coordinate with consultants, engineers, contractors and regulatory agencies.

On the soft skills and personal attributes side, the candidate must possess strong communication capabilities, written and verbal in English and Kinyarwanda (French is a plus) as well as excellent negotiation, coordination, and conflict-resolution skills when working with contractors and service providers. They should exhibit integrity, accountability, professionalism, and high standards of organization and time-management. Desirable additional advantages include experience managing university or institutional construction projects, knowledge of green building/sustainable infrastructure practices, and understanding of budgeting and cost control in construction.

### Duties and responsibilities Duties and responsibilities

- To manage all aspects of the University's estate, its related resources and facilities to provide a physical support environment commensurate with the University's corporate objectives;
- To provide long-term comprehensive and integrated physical resource planning for the University, its faculties and departments, to create the basis for exploiting the full potential of the University's physical resources;
- To provide strategic leadership and effective management of the Estates and Facilities Department and to manage and be accountable for the efficient and effective provision of comprehensive client centered services for estates planning, management and facility support activities;
- To provide effective leadership and management of health, safety & environmental matters for the University as a whole;
- Ensure (buildings, grounds, landscape, equipment, car fleet) are well maintained and repaired;
- Consolidate all plans of construction, installation, repairing and maintenance works;
- Determination and Specification of construction methods and quality standards;
- Ensure that all institution land property is registered and all titles are acquired;
- Providing technical assistance in elaboration of specifications of construction, maintenance and other related works

- Providing technical assistance in elaboration of specifications of construction materials, electrical and plumbing materials, office furniture and materials related to the estate.
- Monitoring the contract execution and verify the invoices from contractors before payment.
- Ensure that all institution assets are valued, recorded, codified and engraved;
- To be member of the disposal committee of campuses and provide advises about how disposal would be conducted successfully;
- Ensure cleanliness of the institution areas by working with cleaning companies;
- Ensure the safety of the workplace by working well with security guards in place;
- Repair broken assets, putting them in order and providing all the necessary advice;
- To exercise any other duties that could be assigned by your superiors.

**Application MUST be done electronically by submitting the following Application letter**

1. Curriculum Vitae
2. Certified copy of degree (s)
3. 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 via E-mail at [recruitment@utab.ac.rw](mailto:recruitment@utab.ac.rw).

**The Closing date for application (s) is 31/10/2025 at 5.00 pm.**

**N.B.: Only shortlisted candidates shall be contacted.**

Done at Byumba, on 31/10/2025

Fr. Dr. MUNANA Gilbert, O.P.

Vice Chancellor of UTAB

