



OFFICE OF THE HUMAN RESOURCE MANAGER VACANT POSITIONS

Mount Kigali University (MKU) is an International University committed to a broad base, holistic and inclusive system of Education. The University is ISO 9001:2015 certified and offering a wide range of Academic and Professional courses, through various flexible modes that include online, face to face, day and weekend and Institutional Based learning (School based). The University is looking for qualified personnel to join our dynamic team that is committed to promote quality learning in the following fields:

A) THE SCHOOL OF HOSPITALITY, TRAVEL AND TOURISM MANAGEMENT 1. ASSISTANT LECTURER

The school is one of the University's Centers of Excellence and will soon open a training hotel under the name, Kigali Paramount Hotel. The ideal candidate must have a Master's degree in any of the following areas with at least 2 years teaching experience in a recognized Academic Institution.

- Hospitality and Tourism Management

B) SCHOOL OF BUSINESS AND ECONOMICS

The school is seeking to recruit a Ph.D. holder with specialization in Finance and Accounting with 2 years of working experience.

C) SCHOOL OF HEALTH SCIENCES

The school is seeking to recruit a full-time Lecturer in the School of Public Health. He/she will teach at all levels, undertake research in the respected field, supervise postgraduate students as well as engage with industry and community. The ideal candidate will report to the Dean, School of Public Health.

Minimum Requirements:

- He/She must have a Ph.D. in Public Health or with its specialty areas such as Epidemiology, Health Policy and Management etc with at least 3 years' experience in teaching/tutoring at a university level,
- Show evidence of current research activity of a quality publication in peer-reviewed journals appropriate for the level of appointment.

D) SCHOOL OF NURSING

The school is one of the University's Centers of Excellence and is seeking to recruit staff in the following areas:

1. FIVE (5) CLINICAL INSTRUCTORS

The ideal candidate will report to the Dean, School of Nursing and provide teaching and support to health care professionals, students and trainees, using their expertise.

Minimum Qualifications

- A Master's Degree in Nursing with various specialties and able to work in a team with at least 2 years working experience.

2. TWO (2) SKILLS LABORATORY TECHNICIANS

He/She will have the responsibility of organizing learning experience in the nursing skills lab. This position involves collaborations with all nursing faculty that teach courses requiring practice in the

skills lab.

Minimum Qualifications

- The school is seeking to recruit a suitable candidates with various specialties and must have a degree in General Nursing and able to work in a team with at least 2 years working experience.
- The ideal candidate must have good communication skills and be able to work in a team with at least 2 years' working experience.

E) SCHOOL OF EDUCATION

With a mission to play a part in advancing teacher Education in Rwanda, the School is seeking to recruit a lecturer with the following:

Minimum Requirements

- A Ph.D. in Education with specializations in either the following: Planning and Management or Administration.

F) STUDENT WELFARE OFFICER

The ideal candidate will be responsible for mentoring, counselling or providing support to students who need assistance and other administrative tasks.

Minimum Requirements

- A Bachelor's degree in Clinical Counselling or Counselling Psychology with at least 2 years working experience.

G) UNIVERSITY LIBRARIAN

Reporting to DVC Academics, the University Librarian will provide vision, strategic direction and leadership to the university's resources and be the administrator of all its libraries, and effectively support student learning, teaching and research, plan budget and manage financial resources, manage and mentor staff, forge collaborations and engage in university scholarly life and any other duties that may be allocated to him/her.

Minimum Qualifications

The ideal candidate must have PhD in library and Information Sciences with at least 3 years of senior level work experience in a university library or a similar setting OR A Masters in Library and Information Sciences with a minimum of 5 years' experience of work at a senior librarian rank. The candidates must have thorough knowledge of a university in knowledge creation and dissemination, and have demonstrated skills and expertise in harnessing of digitalized resources towards meeting the core role of a university.

H) GERMAN LECTURER

He/she should have a valid license from recognized bodies and able to teach beginners and other levels with relevant classroom teaching experience. Fluency in English is a requirement and with relevant academic qualifications.

APPLICATION PROCEDURE.

Application letter should give full details of your Education and Professional Qualifications, working experience, applicant's telephone number and email address. Copies of certificates and testimonial should also be enclosed giving the names and address of (3) three referees who are up-to-date with applicant's competence and areas of specialization. The experience must be supported by documents

The application should be addressed to the Human Resource Manager not later than 9th November 2023 by email: hrkigali@mkur.ac.ke or hand delivered at Mount Kigali University near New Life Ministries, Kagarama, Kicukiro district.

- Only short-listed candidates will be contacted.
- No canvassing