



JOB OPPORTUNITIES

Institut d'Enseignement Supérieur de Ruhengeri (INES-Ruhengeri) is calling for applications for the following vacant position:

POSITION: LANGUAGES CENTER COORDINATOR (LCC)

- Available position: **One (1)**;
- Supervising Organ: The Deputy Vice-Chancellor of Academics and Research of INES-Ruhengeri;
- Duration: Two (2) years renewable upon the performance.

Key roles and responsibilities

- Elaborating and implanting language policies for the enhancement of English use and speaking culture in INES-Ruhengeri and among staff and students;
- Coordinating the design, implementation, and evaluation of effective teaching programs of languages, especially the English language;
- Supporting students in English clubs at INES-Ruhengeri;
- Providing leadership and professional support to INES-Ruhengeri staff;
- Coordinating preparations and exams for TOEFL, IELTS, ACTFL, DELF, DALF, etc.
- Creating and implanting a framework in partnership with international organizations, centers, and institutions such as the British Council, the International Language Association of University Language Centers, the Association for Language Learning, etc.
- Creating a framework to develop proper use of English, French, and other international languages at INES-Ruhengeri;
- Managing and updating the INES-Ruhengeri Language Laboratory according to standards required by MINEDUC, HEC, etc.
- Organizing language promotion activities such as debates, reading competitions, etc., to enhance proficiency and aptitude to use English as a medium tool of instruction for quality assurance;



- Sensitizing learning spaces for staff, students, and surrounding communities of INES-Ruhengeri, especially on the importance of the English language;
- Integration of modern learning instruments in the development of English speaking and using exercise and operating equipment and software efficiently;
- Devising, writing, and producing new materials, including audio and visual resources;
- Marking, editing, and providing appropriate feedback on oral and written work, and scientific research papers;
- Conducting teaching activities in different departments of INES-Ruhengeri;
- Offering translation services to local and international visitors and guests of INES-Ruhengeri when required, ensuring cultural sensitivity;
- Contributing to the sharpening of knowledge through academic and scientific research and consultancy activities, regular publications, workshops, etc., and
- Participating in community service activities.

Qualifications and Experiences

- Ph.D. in English (Linguistics or Literature) or Master's Degree in English (Linguistics or Literature).
- Demonstrated ability to use a variety of active and student-centered teaching methods.
- Working knowledge of word-processing software, email, and computer-integrated. The teaching experience is an added value.
- Having passed TOEFL or IELTS tests is an added value.

Skills and Competences

- Proven experience in leadership, and team management;
- Fluency in both English and French;
- Ability to establish effective relationships with staff, students, interns, and researchers from abroad;



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- Demonstrated track record of successful teaching and leadership experience in any world language;
- Excellent interpersonal, facilitation, and communication skills;
- Valid teaching credential experience;
- Sensitivity in meeting the needs of an international student body;
- Experience in a similar international and/or regional environment is an advantage;
- Proficient in IT for productivity purposes and as a tool to facilitate learning in the classroom;
- Ability to work independently and safeguard confidential information;
- Display calmness under pressure and have a sense of humor.

How to apply

Detailed Curriculum Vitae, certified copies of the degrees, a copy of national identity card or passport, certificates, and any other useful documents with an Application Letter addressed to the Vice-Chancellor of INES-Ruhengeri should be submitted electronically, in **one (1) single pdf file** via info@ines.ac.rw with a copy to hr@ines.ac.rw or physically via the Central Secretariat of INES-Ruhengeri not later than **25th October 2024, at 05:00 PM**. From there, candidates will be able to visit the institution's website (www.ines.ac.rw) to find out which candidates have been selected for the interview or practical exams.

Done at Musanze, on 11th October 2024.

Fr. Dr. BARIBESHYA Jean Bosco
Vice-Chancellor