



JOB OPPORTUNITIES

Ruhengeri Institute of Higher Education (INES-Ruhengeri) is calling for applications for the following vacant positions:

POSITION 1: INTERNATIONAL AFFAIRS OFFICER (IAO)

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

Key roles and responsibilities

- Assisting in the processing of all documents relating to incoming and outgoing student and staff exchanges;
- Assisting international students, interns, and staff to regularize their stay in Rwanda (welcome, visa application and regularization, accommodation, check-in, and check-out, induction, etc.);
- Assisting staff with travel and appointment arrangements about abroad visits, both incoming and outgoing;
- Creating collaborative programs about international staff and students and their issues, meetings, and conferences;
- Designing, following up, and implementing developmental and scientific projects in line with the internationalization of the institution;
- Ensuring full availability on campus and regular participation in events and programs involving international staff and students and their issues;
- Ensuring that applicable national and international laws, rules, policies, and procedures are adequately taken into account in matters relating to students' recruitment, admission, enrollment, attendance, progression, assessment, continuous participation, suspension, and withdrawals;
- Identifying complex problems, and seeking advice on their resolution with appropriate personnel and authorities;
- Keep maintaining records of status and renewals of international staff and students' documents (visa, work permit, etc.);
- Monitoring international and local students and staff mobility and international mobile researchers;
- Monitoring the international cooperation and networks between INES-Ruhengeri and its partners;
- Providing required communications (offers, confirmation documents, etc.) with particular responsibility for handling inquiries from agents and students from abroad;
- Undertaking marketing and promotion strategies to boost the number of international students enrolling with INES-Ruhengeri;
- Working closely with international organizations in matters related to international movements of people and goods, and
- Producing regular reports related to his/her work;



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- Contributing to the sharpening of knowledge through academic and scientific research and consultancy activities, regular publications, workshops, etc., and
- Participating in community services activities.

Qualifications and Experiences

- Bachelor's Degree with two (2) years of experience in the following areas: Public Relations, International Relations; Marketing, Political Sciences, or any other related discipline;
- Having succeed with first-class honors the undergraduate studies;
- Having a background in tourism and hospitality is a major advantage.

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;
- Outstanding communication skills; reflective and critical thinking approach and;
- Ability and willingness to undertake international travels;
- Display calmness under pressure and have a sense of humor.

POSITION 2: INTERNAL SECURITY OFFICER (ISO)

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

Key roles and responsibilities

- Ensuring security for international staff and students working closely with the Office of International Affairs;
- Ensuring student's safety and the safety of their property, especially in INES-Ruhengeri's hostels and, in houses rented by INES-Ruhengeri's students in the surroundings;
- Examining doors, windows, and gates to ensure security; using the Institute keys to open and close buildings; monitoring closed buildings for unauthorized persons and/or suspicious activities;
- Gathering information, conducting the investigation, and reporting to competent organs and/or authorities about cases of indiscipline and misbehavior involving the INES-Ruhengeri community;
- Gathering timely and proper information on securities issues involving the INES-Ruhengeri community *i.e.*, staff and students;
- Informing and warning violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, security breaches, facility and safety hazards, and

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- emergencies; contacting emergency responders, such as police, firefighters, and/or ambulance personnel, as required;
- Monitoring the effective implementation of MoUs or agreements between INES-Ruhengeri and security companies;
- Performing miscellaneous job-related duties as assigned, and producing regular reports related to his/her work;
- Performing periodic checks of emergency call boxes and/or street lights to ensure proper functioning; reports malfunctions as required;
- Proposing and advising on strategies and their implementation measures to ensure maintainable security within the campus and its surroundings (security checks, patrols in and around the campus, etc.);
- Providing escort services for visitors, students, staff, and faculty, as necessary; providing other public assistance, such as lockout services, jump-starts, and routine information;
- Providing safe and efficient transportation to INES-Ruhengeri employees and/or visitors, as requested, using an institutional vehicle, when necessary;
- Remaining alert for the presence of unauthorized persons and/or security code violators; approaches suspicious persons and/or notifies police as appropriate, and confronting and/or detaining violators, as required, until police arrive; and
- Working closely with the ICT Department in monitoring the CCTV camera, and visitors' books;
- Working closely with local administrative authorities (villages, cells, sectors, RNP, etc.), in matters related to security issues involving the INES-Ruhengeri community, day and night and;
- Participating in community services activities.

Qualifications and Experiences

- Bachelor's Degree in any discipline;
- Having served in the security organs as senior staff with good records and achievements is an advantage; and
- Displaying and providing unblemished criminal records.

Skills and Competences

- Ability to establish effective relationships with staff and students; ability to complete routine paperwork, and to understand and follow specific instructions and procedures;
- Fluency in both English and French;
- Having moderate physical activity requiring handling average-weight objects and standing or walking for extended periods;
- Knowledge of public security codes, laws, policies, and regulations;
- Outstanding communication skills; reflective and critical thinking approach, strong interpersonal skills, flexibility, and customer service orientation;
- Proven experience in leadership, and team management;
- Readiness to work in environments involving moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises; and

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- Readiness to work in environments involving some exposure to hazards or physical risks, which require following basic safety precautions.

POSITION 3: 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, International Language Association, Association of University Language Centers, Association for Language Learning, Agence Francaise de Développement, etc.
- Creating a framework to develop proper use of 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 operate 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 services activities.

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Qualifications and Experiences

- At least a Master's Degree in Languages or a related field is required;
- Two (2) years of teaching experience in a university setting;
- Demonstrated ability to use a variety of active and student-centered teaching methods;
- Working knowledge of word-processing software, email, and computer-integrated
- 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;
- 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, and
- Display calmness under pressure and have a sense of humor.

POSITION 4: TEACHING STAFF IN THE DEPARTMENT OF COMPUTER SCIENCES

- Areas of specialization and qualifications:
 - o **Ph.D. holder** (Lecturers or Senior Lecturers) in Software Engineering;
 - o **Ph.D. holder** (Lecturers or Senior Lecturers) in Embedded Systems; Robotic Systems and Internet of Things;
 - o **Ph.D. holder** (Lecturers or Senior Lecturers) in Networking and Digital Electronics; Cryptography and System Security.
- Supervising Organ: The Dean of the Faculty of Applied Fundamental Sciences
- Duration: Two (2) years renewable upon the performance.

Key roles and responsibilities

- To teach the students and ensure adherence to and compliance with current advances in both research and pedagogy, including appropriate textbooks and other literature sources;
- To compile teaching, study tools, and other instructional materials, select appropriate textbooks and other literature sources, support teaching assistants and laboratory and/or fieldwork;
- To review, evaluate and provide advisory services on research proposals presented for either thesis or funding by students;



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- To mobilize resources for research, teaching, development, networking, outreach, dissemination of research findings community service, internships, and placements;
- To engage in relevant cutting-edge research along with students and other academic and technical staff;
- To provide advisory services in publishing research outputs by students in reputable journals and periodicals that enhances the visibility and recognition of INES-Ruhengeri as an institution of research excellence in the various thematic research fields.

Note: Local and international candidates are welcome, with priority for females.

How to apply

Detailed Curriculum Vitae with proof of required working experience, 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 **September 20, 2022, at 00:00 AM**. From October 17, 2022, 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 September 12, 2022.

Fr. Dr. BARIBESHYA Jean Bosco
Vice-Chancellor

