
OFFICE OF THE PRINCIPAL

Kigali, 16/04 / 2018

Ref:501 / 2018

CALL FOR APPLICATION - HEADS OF DEPARTMENTS

The University of Rwanda - *College of Science and Technology* (UR-CST) is looking for motivated UR-CST's academic staff to occupy various open positions for Heads of Departments in all its five schools.

1. School of Architecture:

- Head of Department of Architecture
- Head of Department of Construction Management
- Head of Department Estate Management and Valuation
- Head of Department of Geography and Urban Planning

2. School of Engineering:

- Head of Department of Civil, Environmental and Geomatics Engineering
- Head of Department of Electrical and Electronic Engineering
- Head of Department of Mechanical and Energy Engineering

3. School of ICT:

- Head of Department of Computer and Software Engineering
- Head of Department of Information Systems
- Head of Department of Information Technology
- Head of Department of Computer Science

4. School of Science:

- Head of Department of Mathematics
- Head of Department of Physics
- Head of Department of Chemistry
- Head of Department of Biology

5. School of Mining and Geology:

- Head of Department of Mining
- Head of Department of Geology

Responsibilities of Head of Department:

Functions	Tasks
1. Coordinating learning, teaching, research and innovation activities at department level	<ul style="list-style-type: none"> ▪ Ensure that appropriate mechanisms are in place to support learning and teaching of the highest quality; ▪ Create a dynamic and forward-looking research and innovation environment for both staff and students; including facilitating the establishment of research groups to promote a research culture; ▪ Promote effective use of modern instructional technologies in teaching, learning and assessment; ▪ Monitor the academic and administrative activities of the department; ▪ Allocate courses and ensure appropriate workload distribution to lecturers.
2. Organizing assessment and evaluation of students	<ul style="list-style-type: none"> ▪ Ensure best possible student learning experience through fulfillment of the University's responsibilities concerning students in respect of their learning assessment, progress and examination; ▪ Organize exams' moderation; ▪ Elaborate exams and invigilation timetables ▪ Supervise exams; ▪ Organize marks' entering, deliberation grids' elaboration and chair the deliberation sessions; ▪ Manage the students' claims; ▪ Organize remedial exams.
3. Ensuring academic Leadership	<ul style="list-style-type: none"> ▪ Exercise academic leadership by being responsible and accountable for setting and advancing the academic strategy of the Department in line with the School and University of Rwanda Strategic plan and direction; ▪ Ensure that the University policies and procedures are duly implemented; ▪ Organize and chair departmental council meetings; ▪ Develop and sustain appropriate structures for management, consultation, decision-

	<p>making and communication with staff and students</p> <ul style="list-style-type: none"> ▪ Encourage excellence in learning, teaching, research and professional activities; ▪ Refresh and develop new programs in order to attract new students and market; ▪ Collaborate with other departments and academic organizational units as appropriate; ▪ Represent the department's interests, in the context of university-wide strategies and directions, in internal university forums as appropriate and vice versa
<p>4.Ensuring staff development and management</p>	<ul style="list-style-type: none"> ▪ Guide and orient staff development in understanding of their role and contribution to the University and school in the context of the department strategies ▪ Develop and implement sound human capital development strategy and plan for the department. ▪ Review and Prioritize staff needs ▪ Manage effectively the assessment of staff performance; ▪ Ensure effective planning and management of academic staff workload.
<p>5. Managing financial resources and infrastructure of the department</p>	<ul style="list-style-type: none"> ▪ Elaborate the planning and budgeting of activities of the department ▪ Ensure efficient management of expenditures against allocations; ▪ Ensure appropriate management and maintenance of equipment and assets of the Department; ▪ Coordinate effective physical space allocation and use; ▪ Pursue opportunities to increase access to non-Government revenue. ▪ Create and exploit new opportunities for knowledge transfer activities in order to secure additional income streams;
<p>6. Promoting Community outreach, strategic partnerships, and collaboration with industry</p>	<ul style="list-style-type: none"> ▪ Develop impactful community outreach activities; ▪ Encourage scientific collaborations through strategic partnerships with both academia, government and industry.



Relevant qualification:

Have at least the academic rank of Lecturer, preferably with PhD or Lecturer with MSc Degree with outstanding working experience in the field relevant to the Department applied for.

The Application documents include:

- Application letter written (in English) to the Principal of the College of Science and Technology, University of Rwanda;
- Curriculum Vitae;
- A copy of degree and relevant certificates;
- Last promotion letter

Applications will be received during working hours from 7:00AM up to 5:00 PM by the Administrative Assistant to the Dean of each School, not later than ~~31~~ ²⁴ / ~~05~~ ⁰⁵ / 2018 at 5:00 PM.

Done at Kigali on 16/04/2018


Dr. Ignace GATARE
Principal, College of Science and Technology
University of Rwanda

