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Ref No: ..*049*..../2022
Date: 16th February 2022

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 the following 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 Electrical and Electronic 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

4. School of Mining and Geology:
   - Head of Department of Mining

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Responsibilities of Head of Department:

Functions	Tasks
1. Coordinating teaching and research activities at department level	- Ensure that appropriate mechanisms are in place to support teaching and learning 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	- 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 session - Manage the students' claims
3. Ensure academic Leadership	- Organize and chair departmental council meetings - Encourage excellence in learning, teaching, research and professional activities - 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

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4.Ensure staff development and management	▪ Guide and orient staff development in understanding of their role and contribution to the University and school in the context of the department strategies ▪ Manage effectively the assessment of staff performance; ▪ Review and prioritize staff needs; ▪ Develop and implement sound human capital development strategy and plan for the department; ▪ Ensure effective planning and management of academic staff workload.
5. Managing financial resources and infrastructure of the department	▪ 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.
6. Promoting Community outreach, strategic partnerships, and collaboration with industry	▪ Develop impactful community outreach activities; ▪ Encourage scientific collaborations through strategic partnerships with both academia, government and industry.

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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

The application procedure:

Interested candidates should submit their applications to the following email hrcstoffice@gmail.com and copy to advisorprincipalcst@gmail.com. The deadline of application is ..15.../...03.../2022.

Done at Kigali on ..17../.02../2022

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