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JOB ADVERT

University of Kigali is Seeking a Director of Administration and Campus Operations

Position Overview:

University of Kigali(UOK) is seeking a dynamic and experienced individual to fill the role of Director of Administration and Estate Management. This senior leadership position is crucial in shaping and promoting the University's image, managing relationships with key stakeholders, and driving strategic initiatives. The Director will lead a team of administrative managers and staff, working collaboratively to identify, assess, and implement solutions that enhance operational efficiency.

Key Roles and Responsibilities:

- Develop and manage a range of administrative operations, including Maintenance, Liaisoning, Physical Security, Housekeeping, Safety Audits, Procurement, Inventory Management, Asset Management, Transport Management, Soft Services, and Facility Management.
- Plan, prioritize, and manage maintenance activities and upgrades to equipment, facilities, and systems to minimize disruptions to the University's activities and optimize the organization's resources.
- Direct and oversee the construction of the new university building, ensuring that projects align with organizational goals and standards and represent UoK in technical matters related to construction projects
- Ensure effective client management, vendor management, employee transportation (including route scheduling and cost monitoring), and event management.
- Liaise with stakeholders to ensure that administrative policies, programs, and activities align with their current and future needs.
- Oversee space planning and monitor the utilization of classrooms and both on- and off-campus housing, providing support to stakeholders, including students, staff, and faculty.
- Identify and negotiate with prospective vendors and prepare comprehensive contract documents.
- Ensure that all University of Kigali buildings (Kigali and Musanze) are well-maintained and in good condition.
- .Oversee and promptly resolve any issues that arise within UoK buildings and other facilities, ensuring a safe and efficient environment.
- Ensure that all UoK assets, including furniture and office equipment, are in good condition and securely maintained.

- Develop and plan maintenance processes and programs for the University's infrastructure and campus environment.
- Supervise the monitoring of plumbing and electrical systems in UoK buildings, facilities, and related areas.
- Oversee the maintenance and good condition of generators and water facilities, and ensure that keys to all UoK facilities and offices are securely kept and well-maintained.

Required Competencies:

1. Ability to manage multiple projects simultaneously and coordinate a safe, efficient operating environment.
2. Strong aptitude for understanding, interpreting, and communicating complex technical issues while liaising with a broad range of stakeholders.
3. Practical, hands-on approach with the capability to address maintenance issues in-house where appropriate.
4. Effective communication skills tailored to various audiences, including end users and managers.
5. Demonstrated knowledge and experience, particularly in estate management.
6. In-depth knowledge of the Construction and Real Estate industries.
7. Strategic thinker with relationship-building skills, results-oriented approach, adaptability, and high integrity.

Qualifications:

Master's degree in Civil Engineering, Real Estate and Property Administration, or Architecture Engineering with at least 5 years of relevant managerial work experience or a Bachelor's degree in Civil Engineering, Real Estate and Property Administration, or Architecture Engineering with at least 7 years of relevant managerial work experience.

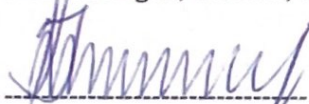
Application Requirements:

Your application should include the following documents, which highlight your qualifications and experience:

- A cover letter summarizing relevant experience for the position.
- A comprehensive CV.
- Certified copies of academic certificates.
- Names, email addresses, and telephone numbers of three referees whom we have permission to contact.

All applications should be addressed to the Vice Chancellor and submitted to recruitment@uok.ac.rw no later than 18th October 2024. Please note that hard copies will not be considered.

Done at Kigali, October, 10th 2024



Prof. George Kimathi
Vice - Chancellor

