



A fully accredited/chartered University by The Government of Rwanda

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JOB ADVERT

University of Kigali is Seeking a Deputy Vice-Chancellor Academics (DVCA)

Position Overview: University of Kigali is seeking to recruit a dynamic, qualified, results-oriented, and experienced individual to fill the position of **Deputy Vice-Chancellor, Academics (DVCA)**. This senior leadership role requires a candidate with an outstanding record of academic publications, a proven track record in academic management and leadership, the ability to shape and enhance the University's reputation, strong stakeholder relationship management skills, and the capacity to drive the strategic growth of the University's academic division.

Key Roles and Responsibilities:

DUTIES & RESPONSIBILITIES: The Deputy Vice-Chancellor, Academics (**DVCA**), advises and assists the **Vice-Chancellor (VC)** while providing leadership to the academic-related units of the University. The **DVCA** is responsible for supervising the entire University of Kigali (UoK) teaching staff to ensure the effective and efficient management of academic activities. This includes overseeing all teaching, learning, and assessment-related activities aligned with global best practices, Higher Education Council (HEC) requirements, UoK policies, procedures, and professional ethos.

*Additionally, the **DVCA** shall be responsible for the day-to-day execution of duties, including:*

- a. Providing strategic leadership and overseeing academic planning, programme review, and curriculum development.
- b. Maintaining liaison with other University of Kigali campuses and external academic stakeholders.
- c. Monitoring the performance of academic programmes and taking necessary actions to uphold the highest teaching quality standards.
- d. Coordinating with the accreditation liaison officer to the Higher Education Council (**HEC**) to ensure compliance with accreditation requirements.
- e. Establishing and maintaining academic standards and policies while ensuring continuous quality improvement in academic programmes.
- f. Providing leadership in team building and positioning the University as an agent of national development.
- g. Collaborating with the Deputy Vice-Chancellor for Research to integrate research into academic practices and ensure the University meets its research and innovation performance targets.
- h. Developing and implementing policies and procedures to attract, develop, and retain high-quality faculty members.
- i. Ensuring that the infrastructure and facilities supporting teaching, research, and innovation are fit for purpose and meet quality enhancement objectives.
- j. Promoting innovation in teaching and learning to create a dynamic, student-centered

academic environment.

k. Chairing relevant Senate sub-committees related to teaching, research, innovation, and knowledge transfer.

The **Employer** may assign the **Employee** additional duties beyond those explicitly mentioned above.

Key Qualifications & Experience

- Possess an earned PhD from a recognised university.
- Hold the rank of Associate Professor or Full Professor.
- Have at least ten (10) years of experience in senior management positions such as Principal of a College/Campus, Dean, Director, or an equivalent role.
- Demonstrated experience in programme development and quality assurance.

Key Competencies Required

- Expertise in strategic academic planning, policy development, budgeting, and academic personnel administration within a higher education setting.
- Proven success in leading academic accreditation processes.
- Strong ability to establish and maintain partnerships with private, non-profit, and government entities, as well as other institutions of higher education.
- Recognised scholar with publications in refereed journals, university-level books, and a track record of securing project grants and awards.
- Demonstrated ability to mobilise resources and enhance the University's revenue base.
- In-depth knowledge of national education policies and global trends in higher education.
- Ability to establish a robust e-learning platform with a global reach.
- Comprehensive understanding of university functions and procedures, with a strong commitment to promoting excellence in teaching, research, and innovation while upholding the highest standards of quality, integrity, and professionalism.
- Active membership in relevant professional associations (where applicable).

Application Requirements:

Your application should include relevant documents and details showcasing your qualifications and experience:

- ✓ A cover letter summarising relevant experience in the position;
- ✓ A comprehensive CV;
- ✓ Certified copies of Academic Certificates;
- ✓ Names, e-mail addresses and telephone details 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 **15th April, 2025**. Hard copies will not be considered.

Done at Kigali, 19/03/2025



Prof. George Kimathi
Vice - Chancellor

