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JOB ADVERT

*University of Kigali is seeking a **Human Resource Manager***

Position Overview:

University of Kigali invites applications for the position of **Human Resource Manager**. This is a strategic leadership role, central to the effective management and development of the University's human capital. The successful candidate will oversee the Human Resource Department, strengthen systems and policies, and provide advisory support to senior leadership on talent management, organisational development, and compliance.

The role requires a results-oriented and experienced HR professional who will contribute to a culture of excellence and support the University's mission of academic and institutional advancement.

Key Responsibilities:

1. Develop and implement HR strategies aligned with the University's overall strategic goals.
2. Lead and manage the recruitment, selection, and onboarding processes.
3. Strengthen employee relations by responding to concerns, grievances, and inquiries in a professional manner.
4. Promote employee engagement and implement strategies that enhance staff retention and satisfaction.
5. Develop, review, and enforce HR policies in line with national labour laws and university regulations.
6. Coordinate performance management systems that drive accountability and continuous improvement.
7. Design and implement learning and development programmes based on assessed training needs.
8. Oversee compensation and benefits administration to ensure fairness and competitiveness.
9. Guide leadership on talent and succession planning to ensure long-term staffing sustainability.
10. Promote diversity, equity, and inclusion across all levels of the institution.

11. Maintain and optimise HR information systems for accurate reporting and efficient HR operations.
12. Ensure institutional compliance with labour laws, workplace safety standards, and HR best practices.
13. Advise university leadership on human resource trends, risks, and improvement opportunities.

Candidate Profile:

- A Master's degree in Human Resource Management, Business Administration, or a related field.
- A minimum of 5 to 7 years of progressive HR experience, preferably within a university or dynamic organisational environment.
- Demonstrated ability to develop and implement strategic HR initiatives that align with organisational objectives.
- Excellent communication, negotiation, coaching, and interpersonal skills.
- Proven ability to engage with senior leadership and influence key organisational decisions.
- Strong understanding of labour legislation, HR policies, and talent management frameworks.
- Proficiency in the use of HR information systems and data analytics.

Application Requirements:

Interested applicants should submit the following:

- A cover letter highlighting relevant experience and motivation for the role
- A detailed and updated curriculum vitae (CV)
- Certified copies of academic certificates
- Names, email addresses, and phone numbers of three referees (with permission to contact them)

Submission Details:

Applications should be addressed to the **Vice Chancellor** and submitted via email to **recruitment@uok.ac.rw** no later than **July 31, 2025**. Please note that hard copies will not be considered.

Only shortlisted candidates will be contacted.

Done at Kigali, July 15th 2025



Prof. George Kimathi
Vice-Chancellor

