UNIVERSITY of KIGALI

A fully accredited/chartered University by The Government of Rwanda
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JOB ADVERT

*University of Kigali is seeking a **Director of Quality Assurance***

Position Overview:

University of Kigali invites applications for the position of **Director of Quality Assurance (DQA)**. This is a strategic leadership position responsible for establishing and overseeing comprehensive quality assurance systems across academic and administrative functions. The successful candidate will play a central role in promoting institutional effectiveness, ensuring continuous improvement, and maintaining alignment with national and international standards in higher education.

Key Responsibilities:

1) Coordinate internal and external reviews of academic programmes to enhance quality and relevance.
2) Provide quality assurance input in the development and review of academic programmes to ensure relevance and compliance with national and industry standards.
3) Develop, communicate, and implement a Quality Assurance Plan in line with Rwanda's Higher Education Council (HEC) accreditation requirements.
4) Act as the principal liaison with the Higher Education Council (HEC) and coordinate accreditation and audit visits.
5) Lead institutional self-assessment processes and coordinate preparation for external audits and accreditation exercises.
6) Ensure compliance with national legislation and international standards in higher education.
7) Establish and regularly update evaluation systems for teaching, learning, and support services.
8) Monitor institutional performance by collecting and analyzing data across academic programmes, faculty, students, and staff; produce relevant reports.
9) Maintain comprehensive records of academic programmes offered by the University.
10) Lead the development and revision of institutional quality policies to support effective governance and delivery.
11) Formulate and manage the implementation of quality assurance goals, policies, procedures, and systems.
12) Facilitate cross-departmental collaboration to establish and maintain consistent quality assurance mechanisms.

13) Organise and lead training and workshops to improve teaching, research, and institutional practices.
14) Contribute to the University's academic mission by engaging in teaching, training, and student supervision.

Candidate Profile:

- A **PhD in Business Administration, Higher Education Management**, or a closely related discipline
- At least **5 years** of relevant experience in a quality assurance leadership role at a recognised higher education institution.
- Deep understanding of quality assurance frameworks and regulatory requirements in higher education (especially those of HEC).
- Proficiency in institutional audits, policy development, and data-driven quality improvement processes.
- Strong analytical, organisational, and written communication skills.
- Demonstrated leadership, problem-solving abilities, and capacity to build consensus among diverse teams.
- Excellent interpersonal and stakeholder engagement skills.

Application Requirements:

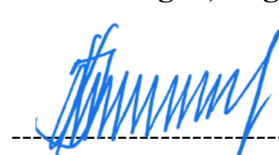Applicants must submit the following documents:

1. Cover letter highlighting relevant experience and suitability for the role
2. Updated curriculum vitae (CV)
3. Certified copies of academic qualifications
4. Brief teaching portfolio and self-evaluation
5. Contact details (email and phone) of three referees (with permission to contact them)
6. Names and contact details of two academic or research peer reviewers

Submission Details:

Applications should be addressed to the **Vice Chancellor** and submitted via email to **recruitment@uok.ac.rw** no later than **Friday, August 29, 2025**.

Only shortlisted candidates will be contacted. Late applications will not be considered.

Done at Kigali, August 6, 2025

Prof. George Kimathi
Vice-Chancellor