



*A fully accredited/chartered University by the Government of Rwanda*  
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## OFFICE OF THE VICE-CHANCELLOR

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### JOB ADVERT

#### University of Kigali

#### Vacancy Announcement: Graduate School – Academic Positions

#### Position Overview:

The University of Kigali invites applications for Academic Positions within its Graduate School. These positions play a vital role in strengthening the University's academic standing, enhancing institutional visibility, and supporting the delivery of high-quality teaching, research, and postgraduate supervision across all campuses. The successful candidates will contribute directly to the University's mission of academic excellence, innovation, and societal impact.

The Academic Staff members will be responsible for delivering rigorous and learner-centered teaching at the postgraduate level while actively engaging in research, publication, and knowledge dissemination. They will support the development and continuous improvement of academic programmes, ensuring alignment with national regulatory requirements and international best practices. Through their expertise, they will help position the University of Kigali as a leading institution for advanced learning and research.

In addition to teaching and research, the Academic Staff will serve as key representatives of the University to internal and external stakeholders. This includes engaging with prospective students, parents, alumni, partner institutions, industry, and the wider community to communicate the University's academic offerings, research strengths, and value proposition. The role, therefore, requires strong communication skills and a commitment to institutional ambassadorship.

The positions also involve active participation in academic leadership, mentorship, and service. Successful candidates will contribute to postgraduate supervision, staff mentoring, academic committees, and community engagement initiatives across all campuses. Through these

contributions, they will support student success, institutional growth, and the University's broader strategic objectives.

### Available Positions

1. PhD Holder in Procurement and Supply Chain Management – Two (2) Positions
2. PhD Holder in Finance and Accounting – One (1) Position
3. PhD Holder in Education Management and Administration – One (1) Position.

### Key Responsibilities:

- Deliver high-quality teaching and learning at postgraduate (Master's and undergraduate) levels in the relevant discipline.
- Supervise postgraduate research, including theses and dissertations, in line with University and HEC guidelines.
- Conduct independent and collaborative research and publish in reputable peer-reviewed journals.
- Participate in curriculum development, review, and accreditation processes for Graduate School programmes.
- Assess student performance and provide timely, constructive academic feedback.
- Mentor postgraduate students and junior academic staff to support academic growth and research capacity.
- Contribute to academic administration through participation in committees and Graduate School activities.
- Support the University's visibility by engaging with academic networks, partners, and outreach activities.
- Uphold academic integrity, quality assurance standards, and professional ethics.
- Participate in community engagement, consultancy, and knowledge transfer initiatives aligned with the University's mission.

### Candidate Profile:

- Holder of a **PhD** in the relevant discipline from a recognised and accredited university
- *Minimum of five (5) years of proven teaching experience* at university level, preferably at postgraduate level
- Demonstrated experience in **postgraduate supervision** (Master's and/or PhD)
- Strong **research and publication record** in reputable, peer-reviewed academic journals

- Excellent communication, presentation, and interpersonal skills
- Proven ability to work collaboratively in multidisciplinary and multicultural academic environments
- Commitment to academic excellence, integrity, and continuous professional development

### 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 qualifications.
- 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](mailto:recruitment@uok.ac.rw) no later than January 6, 2026

Please note that **hard copy submissions will not be considered**.  
Only shortlisted candidates will be contacted.

Done at Kigali, December 24, 2025

  
Prof. George Kimathi  
Vice Chancellor, University of Kigali

