



A fully accredited/chartered University by The Government of Rwanda
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UNIVERSITY OF KIGALI

JOB ADVERTISEMENT: Sports & Culture Development Officer

The University of Kigali wishes to recruit a **Sports & Culture Development Officer** who will be responsible for leading the Games, Sports, and Culture Unit.

The successful candidate will drive initiatives to increase participation in sports and cultural activities and inspire active engagement across the University community. The role will also contribute to the development of students' talents and skills through structured programmes and events, in line with the University's commitment to holistic student development and community engagement.

Key Responsibilities

- Work closely with the Student Guild Council to increase participation rates and enhance team and individual performance among students.
- Develop and implement new sports and recreational initiatives to broaden student engagement.
- Collaborate with Community Leadership to promote participation of staff and students in community-based sporting activities (e.g. car-free days and related events).
- Organise and coordinate sports programmes, training sessions, coaching, and club development, ensuring inclusivity for both recreational and competitive participants.
- Facilitate the establishment and effective functioning of student sports clubs to enhance participation at local, national, and international levels.
- Ensure proper management, maintenance, and safe custody of University sports equipment.
- Coordinate sporting activities in collaboration with other institutions.
- In liaison with Management, identify and propose cost-effective sporting facilities and grounds for partnerships and collaboration.
- Recruit, train, supervise, and support coaches and volunteer personnel.
- Monitor and report on sports and cultural activities and performance outcomes.
- Promote and coordinate cultural activities for both staff and students.

- Advise Management on procurement of sports and cultural equipment.
- Support the development of cultural groups, including drama and performing arts, by engaging competent coaches and facilitators.
- Perform any other duties as may be assigned from time to time.

Qualifications & Experience

Minimum Requirements:

- Bachelor's Degree in Sports, Physical Education, or a related field
- Minimum of three (3) years' relevant working experience
- Fluency in English, Kinyarwanda, and French (both written and spoken)

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 telephone numbers of three referees (*with permission to contact them*)

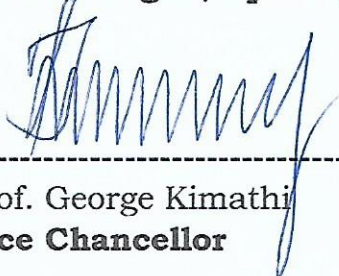
Submission Details

Applications should be addressed to the Vice-Chancellor and submitted via email to recruitment@uok.ac.rw no later than **April 13, 2026**.

Please note that **hard copy applications will not be considered**.

Only shortlisted candidates will be contacted.

Done at Kigali, April 2, 2026



Prof. George Kimathi
Vice Chancellor

