



A fully accredited/chartered University by The Government of Rwanda

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UNIVERSITY OF KIGALI JOB ADVERTISEMENT

University of Kigali is seeking to recruit a suitably qualified and experienced individual for the following position:

CAMPUS ADMINISTRATOR

Position Overview:

University of Kigali invites applications from suitably qualified and experienced candidates for the position of **Campus Administrator**. The successful candidate will play a critical role in overseeing administrative operations, enhancing the University's institutional image, managing stakeholder relationships, and driving strategic administrative initiatives. The role involves leading a team of administrative staff and working collaboratively across departments to improve operational efficiency and service delivery.

Key Roles and Responsibilities:

- Oversee and manage administrative operations, including maintenance, housekeeping, safety audits, procurement, asset management, transport, soft services, and facilities management.
- Ensure effective client and vendor management, employee transportation (including route scheduling and cost monitoring), and event management.
- Liaise with internal and external stakeholders to ensure that administrative policies, programmes, and services meet current and future institutional needs.
- Identify and evaluate prospective vendors, negotiate contracts, and prepare comprehensive contractual documentation.
- Ensure that all University assets (including furniture and office equipment) are properly maintained, secured, and accounted for.
- Supervise the monitoring and maintenance of plumbing systems across University buildings and facilities.
- Ensure the proper functioning and maintenance of generators and water systems.
- Maintain proper control and documentation of keys to all University facilities and offices.
- Ensure compliance with health, safety, and environmental regulations across all campus facilities.
- Prepare and manage administrative and facilities budgets, ensuring cost-effective operations.
- Prepare periodic administrative and facilities management reports for senior management.

- Identify and implement process improvements to enhance service delivery and operational efficiency.

Required Competencies:

- Proven ability to manage multiple projects and coordinate a safe and efficient operational environment.
- Strong ability to interpret and communicate complex technical issues, and to engage effectively with diverse stakeholders.
- Excellent communication skills, with the ability to engage both operational staff and senior management.
- Demonstrated knowledge and experience in estate and facilities management.
- Strong strategic thinking, relationship management skills, results orientation, adaptability, and high integrity.
- A blend of strong technological, organisational, communication, and leadership skills.
- Proven ability to build collaborative and productive relationships within an academic environment.
- Ability to manage a broad range of responsibilities efficiently and effectively.

Qualifications and Experience:

- A Master's degree in Real Estate and Property Administration, Business Administration (MBA), or Public Administration, with a minimum of five (5) years of relevant work experience; OR
- A Bachelor's degree in Real Estate and Property Administration, Business Administration, or Public Administration, with a minimum of eight (8) years of relevant work experience.

Application Requirements:

Applicants are required to submit the following documents:

- A cover letter outlining relevant experience and motivation for the role
- A detailed and up-to-date Curriculum Vitae (CV)
- Certified copies of academic certificates
- Contact details (email and phone) of three referees (with permission to contact them)
- A photocopy of valid National Identity Card

All applications should be addressed to the Vice-Chancellor and submitted via email to **recruitment@uok.ac.rw** no later than **May 15, 2026**. Please note that hard copy applications will not be considered.

Only shortlisted candidates will be contacted

Done at Kigali, May 02, 2026

Prof. George Kimathi
Vice-Chancellor

