



**A fully accredited/chartered University by The Government of Rwanda**  
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## **Job Advert**

### **University of Kigali is Seeking a Director of Community Engagement and Country Liaison Officer**

The University of Kigali (UoK) is a leading private higher education institution committed to innovative teaching, research, and community engagement. The University invites qualified and experienced candidates to apply for the position of Director of Community Engagement and Country Liaison Officer.

### **Position Overview**

The Director of Community Engagement and Country Liaison Officer is a senior leadership position responsible for strengthening the relationship between the University and external stakeholders, including local communities, government institutions, NGOs, industry partners, and regional organisations. The role focuses on enhancing the University's social, economic, and cultural impact by aligning academic, research, and service-learning initiatives with community and national development priorities.

The position also supports institutional visibility, stakeholder engagement, policy liaison, and strategic partnerships that advance the University's mission and strategic objectives.

### **Key Responsibilities**

#### **1. Strategic Leadership and Community Engagement**

- Develop and implement a comprehensive Community Engagement Strategy aligned with the University's vision and strategic plan.
- Establish and maintain sustainable relationships with community leaders, local authorities, NGOs, industry partners, and development organisations.
- Promote collaborative partnerships using effective engagement and stakeholder management approaches.
- Identify community needs and translate them into academic, research, innovation, or service-learning opportunities.

- Coordinate and oversee community engagement activities, public forums, outreach programmes, workshops, and service initiatives.

## **2. Country Liaison and Stakeholder Management**

- Serve as a key liaison between the University and relevant government ministries, regulatory agencies, and public institutions.
- Coordinate high-level meetings, partnership visits, Memoranda of Understanding (MoUs), and stakeholder engagements.
- Advise University leadership on policies, regulations, and developments affecting the higher education sector.
- Support compliance with relevant government regulations and maintain strong institutional relationships with regulatory bodies.

## **3. External Relations, Marketing, and Advocacy**

- Develop communication and promotional materials highlighting the University's community impact and institutional achievements.
- Represent the University at public events, conferences, national forums, and media engagements.
- Support institutional visibility, advocacy initiatives, and stakeholder outreach activities.
- Coordinate "friend-raising" and, where necessary, alumni and community engagement activities to strengthen institutional support networks.

## **4. Institutional Coordination and Reporting**

- Collaborate with academic and administrative units to integrate community engagement and service-learning opportunities into teaching, research, and student activities.
- Establish mechanisms for stakeholder feedback and community participation in institutional initiatives.
- Prepare reports, briefing notes, presentations, and engagement updates for senior leadership and governance bodies.
- Monitor and evaluate community engagement activities and partnership outcomes.

## **Required Qualifications and Professional Experience**

- Master's Degree in Social Sciences, Public Policy, Community Development, Communications, International Relations, or a related field.
- A minimum of five (5) to eight (8) years of progressive professional experience in community engagement, stakeholder management, public relations, or related areas, preferably within higher education or large non-profit institutions.
- Demonstrated experience in strategic planning, partnership development, and leading multi-stakeholder initiatives.
- Strong understanding of the higher education sector, national development priorities, and community-based engagement approaches.

- Experience working with government institutions, NGOs, development partners, or international organisations will be an added advantage.

## Key Competencies and Skills

- Excellent written, verbal, and presentation communication skills.
- Strong networking, negotiation, and relationship management abilities.
- Ability to analyse community needs, engagement trends, and institutional impact.
- Strong organisational, coordination, and reporting skills.
- Ability to work effectively in a dynamic and fast-paced environment.
- High level of professionalism, diplomacy, and integrity.

## Key Performance Indicators (KPIs)

- Growth in strategic partnerships with government, industry, NGOs, and community organisations.
- Increased student and staff participation in community-based research and service-learning activities.
- Enhanced institutional visibility and positive public engagement.
- Effective coordination and renewal of partnerships, licences, and institutional agreements.

## Application Requirements

Interested applicants should submit the following:


- A cover letter highlighting relevant experience and motivation for the position.
- A comprehensive 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](mailto:recruitment@uok.ac.rw) no later than May 27, 2026. Please note that hard copy applications will not be considered.

Only shortlisted candidates will be contacted.

Done at Kigali, May 19, 2026.

  
Prof. George Kimathi  
Vice Chancellor

