



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

### **University of Kigali is Seeking a Qualified Electrical Maintenance Officer**

The University of Kigali (UoK) is a leading private higher education institution committed to innovative teaching, research, and community engagement. The University invites applications from suitably qualified candidates for the position of Electrical Maintenance Officer.

## **Position Overview**

The Electrical Maintenance Officer will be responsible for maintaining, installing, and repairing electrical systems across the University campuses. The successful candidate will ensure safe and reliable electrical power supply to buildings, laboratories, classrooms, offices, and student residences while ensuring compliance with relevant safety and regulatory standards.

## **Key Roles and Responsibilities**

- Perform routine inspection, maintenance, and repair of electrical wiring, lighting systems, transformers, switchgear, and related infrastructure.
- Install and upgrade lighting systems, power sockets, electrical equipment, and other electrical installations for renovations and new buildings.
- Ensure all electrical works comply with applicable safety regulations, electrical standards, and building codes.
- Diagnose and repair electrical faults, including those related to fire alarms, security systems, and emergency lighting.
- Plan and execute small- to medium-scale electrical projects, including installation of new circuits and infrastructure upgrades.
- Maintain accurate records of maintenance activities and repairs using appropriate maintenance management systems.
- Respond promptly to emergency electrical faults and urgent repair requests.
- Support preventive maintenance initiatives to ensure uninterrupted campus operations.
- Perform any other duties as may be assigned by the relevant supervisor.

## Key Qualifications and Skills

- Bachelor's Degree in Electrical Engineering, Electro-Mechanical Engineering, or a related field obtained from a recognised institution.
- Valid professional or regional electrician's licence/certification will be an added advantage.
- Certification in electrical safety procedures and familiarity with applicable electrical codes and standards.
- Additional certifications for working at heights, confined spaces, or high-voltage systems will be an added advantage.
- Minimum of five (5) years of relevant experience in industrial or commercial electrical environments, preferably within higher education institutions or large residential facilities.
- Demonstrated experience in preventive maintenance, troubleshooting, and repair of large electrical systems, including three-phase power systems, lighting systems, and motor controls.
- Ability to respond effectively to emergency electrical repairs and work under pressure.
- Strong understanding of electrical safety procedures, including lockout/tagout systems and high-voltage safety practices.
- Good organisational, technical, and problem-solving skills.

## 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.
- Previous working certificates and relevant professional certifications.
- Names, email addresses, and telephone numbers of three referees (with permission to contact them).
- A photocopy of National Identity Card.

## 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, at 5:00 p.m. Please note that hard copy applications will not be considered.

Only shortlisted candidates will be contacted.

Done at Kigali, May 19<sup>th</sup>, 2026.

  
Prof. George Kimathi  
Vice Chancellor

