



JOB POSTING

Background

Kibogora Polytechnic is a private faith-based higher learning institution owned by Free Methodist church in Rwanda accredited under license by Ministerial Order 07/2015 of 2015, published in Official Gazette 03/2015.

POSITION: I FULL TIME TEACHING STAFF IN THE FACULTY OF EDUCATION

- **Education level:** PhD holder with double major with specialization in both English Language and Literature, Background qualification in education studies or holding a post Graduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.
- **Professional experience:** 2 years of experience minimum in teaching in higher learning institutions.
- **Number of Post (1)**

Key Role and Responsibilities:

1. To prepare academic requirements for high quality research & scholarships in the field of study, individually and in collaboration with others, by developing and maintaining a research grant portfolio from good research funders,
2. Publishing peer-reviewed outputs and generating and securing (where relevant) intellectual property;
3. To participate in research degree supervision and examination;
4. To lead and manage research teams, promote and ensure compliance with good practice in relation to acceptable research conduct, ethics policy, and other relevant policies;
5. Develop collaborative links and research partnerships with other researchers
6. Disseminate research findings through national and international conferences and other outlets
7. To participate actively in projects proposal and grants writing and research activities for the faculty development;
8. To participate actively in other activities aiming at linking KP with other institutions and the communities in general;



9. To use Moodle as a requirement in order to promote the Virtual Learning Environment (VLE);
10. To submit the course outline to the program leader for approval before he/she starts to teach the course;
11. To organize continuous assessment and final exam as required in the Academic Regulations;
12. To meet the course objectives as described in course outline;
13. To timely give feedback to students on their course work;
14. To evaluate and submit the examination marks and copies two weeks from the day of final exam;
15. To ensure quality is met in all teaching-learning and assessment including online module evaluation;
16. To provide students with relevant information as to what is expecting from them in order to facilitate their teaching and learning process;
17. To be fully involved in designing, implementing and evaluating the marketing strategies including students recruitment and ensure better service delivery
18. To abide by the motto and values of institution (KP);
19. To be a role model;
20. To fulfil other assignments upon the direct supervisor request

POSITION: II FULL TIME TEACHING STAFF IN THE FACULTY OF HEALTH SCIENCES

- **Education level:** PhD holder in Nursing, Midwifery, Community health nursing, Biomedical Laboratory sciences and other Health related field
, Background qualification in education studies or holding a post Graduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.
- **Number of Post (1)**
- **Professional experience:** 2 years of experience minimum in teaching in higher learning institutions.
Having a 2 year experience in academic leadership would be an added advantage

Key Role and Responsibilities:

1. To prepare academic requirements for high quality research & scholarships in the field of study,



individually and in collaboration with others, by developing and maintaining a research grant portfolio from good research funders,

2. Publishing peer-reviewed outputs and generating and securing (where relevant) intellectual property;
3. To participate in research degree supervision and examination;
4. To lead and manage research teams, promote and ensure compliance with good practice in relation to acceptable research conduct, ethics policy, and other relevant policies;
5. Develop collaborative links and research partnerships with other researchers .
6. Disseminate research findings through national and international conferences and other outlets
7. To participate actively in projects proposal and grants writing and research activities for the faculty development;
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18. To abide by the motto and values of institution (KP);
19. To be a role model;
20. To fulfil other assignments upon the direct supervisor request



POSITION: III FULL TIME TEACHING STAFF IN THE FACULTY OF BUSINESS AND DEVELOPMENT STUDIES

- **Education level:** PhD holder in Finance, Accounting, Economics and Management.
Holding a post Graduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.
- **Number of Post (1)**
- **Professional experience:** 2 years of experience minimum in teaching in higher learning institutions.
- Having a 2 year experience in academic leadership would be an added advantage,

Key Role and Responsibilities:

1. To prepare academic requirements for high quality research & scholarships in the field of study, individually and in collaboration with others, by developing and maintaining a research grant portfolio from good research funders,
2. Publishing peer-reviewed outputs and generating and securing (where relevant) intellectual property;
3. To participate in research degree supervision and examination;
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Application Instructions:

Interested candidates should submit their application (Motivation letter addressed to the Vice chancellor of Kibogora Polytechnic, updated CV, and Certified copies of Degrees, copy of ID, Proof of required working experience, certificates and references) through e-mail to hr@kp.ac.rw and copy to info@kp.ac.rw. Application deadline is **12th October 2022 at 5:00 PM**,

All attachments should be put together in one PDF file not larger than 2.5 MB.

Only shortlisted candidates will be contacted for test and interview.

Done at Kibogora on October 06, 2022.

For 

MUKAMUSONI Dariya, PhD



Vice Chancellor of Kibogora Polytechnic