



Granted Accreditation and Legal Personality by The Ministerial Order N<sup>o</sup> 7/2015 Official Gazette N<sup>o</sup> 03 of 19/01/2015  
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## ANNOUNCEMENT FOR INTERNAL RECRUITMENT

### I. Introduction

Reference to the recruitment policy of Kibogora Polytechnic, and to the resolutions of SMC meeting held on 31/7/2024; Kibogora Polytechnic is recruiting fulltime administrative staff and teaching staff for the following positions, the competition is **only** opened to all interested internal staff (having any employment contract with KP).

S/N	POSITION NAME	NUMBER OF POSITIONS	QUALIFICATION, KEY ROLE AND RESPONSIBILITIES
<b>A. ADMINISTRATIVE STAFF</b>			
1	<b>Director of Finance and Administration</b>	<b>1</b>	<b>Qualifications, Experience and competences:</b> <ul style="list-style-type: none"><li>• Master's degree Finance;</li><li>• To have CPA or being in intermediate level of CPA will be an added advantage;</li><li>• Minimum of two (4) years of experience in Finance or accounting leadership;</li><li>• Familiarity with Accounting software (QuickBooks);</li><li>• Familiarity with MIS in use at KP;</li><li>• Excellent verbal, written communications and presentation skills,</li><li>• Computer literacy, particularly in the use of MS word, Excel and PowerPoint</li></ul>
2	<b>Accountant</b>	<b>1</b>	<b>Qualifications, Experience and competences:</b> <ul style="list-style-type: none"><li>• Bachelor's degree in Business Administration with specialization in Finance, Accounting;</li><li>• To have CAT or being in Foundation level of CPA will be an added advantage;</li><li>• Minimum of two (2) years of experience in accounting services;</li><li>• Familiarity with Accounting software (QuickBooks);</li><li>• Familiarity with MIS in use at KP;</li></ul>

S/N	POSITION NAME	NUMBER OF POSITIONS	QUALIFICATION, KEY ROLE AND RESPONSIBILITIES
			<ul style="list-style-type: none"> <li>• Excellent verbal, written communications and presentation skills,</li> <li>• Competency in Microsoft applications including Word, Excel, and Power point</li> </ul>
3	<b>Hostel Manager</b>	<b>1</b>	<p><b>Qualifications, Experience and competences:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting, Finance, Economics and management,</li> <li>• Excellent written and verbal communication skills,</li> <li>• Competency in Microsoft applications including Word, Excel, and Power point,</li> <li>• Good time management skills,</li> <li>• Experience with administrative procedures,</li> <li>• Fluent in English, French</li> </ul>
4	<b>Administrative Assistant to the departments</b>	<b>3</b>	<p><b>Qualifications, Experience and competences:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Economics and Management, Accounting, Economics and Entrepreneurship, Tourism, Management, Rural development, Public administration, Communication, Education English and French, English and Swahili, English and Kinyarwanda, Biology and chemistry, Mathematics and Physics and other Education related field,</li> <li>• Experience of one year as administrative assistant services will be an added advantage,</li> <li>• Excellent written and verbal communication skills,</li> <li>• Competency in Microsoft applications including Word, Excel, and Power point,</li> <li>• Good time management skills,</li> <li>• Experience with administrative procedures,</li> <li>• Fluent in English, French</li> </ul>
5	<b>IT Technician officer (hardware)</b>	<b>1</b>	<p><b>Qualifications, Experience and competences:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree or Advanced diploma in Electronics and telecommunication, computer sciences;</li> <li>• Experience of one year in IT services will be an added advantage;</li> <li>• Proficiency in multiple hardware and networking and the ability to select appropriate technologies based on project needs;</li> <li>• Having knowledge on data security</li> <li>• Fluent in English, French</li> </ul>
6	<b>Driver</b>	<b>1</b>	<p><b>Qualifications, Experience and competences:</b></p> <ul style="list-style-type: none"> <li>• Having a driving licence Cat B, C, having Cat D will be an added advantage;</li> <li>• Time keeping and organisation skills;</li> <li>• Polite with good manners;</li> <li>• Capabilities for timely identifying maintenance needs and regular check-ups,</li> <li>• Experience of two year as driver in HLI will be an added advantage</li> </ul>
7	<b>Assistant to the examination</b>	<b>2</b>	<p><b>Qualifications, Experience and competences:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Economics and management, Economics and Entrepreneurship, History and Geography, Management, Public administration, Communication, Education English and French,</li> </ul>



S/N	POSITION NAME	NUMBER OF POSITIONS	QUALIFICATION, KEY ROLE AND RESPONSIBILITIES
	officer		<p>English and Swahili, English and Kinyarwanda, Biology and chemistry, Mathematics and Physics and other Education related field,</p> <ul style="list-style-type: none"> <li>• Experience of one year in administrative services will be an added advantage,</li> <li>• Excellent written and verbal communication skills,</li> <li>• Competency in Microsoft applications including Word, Excel, and Power point,</li> <li>• Good time management skills,</li> <li>• Experience with administrative procedures,</li> <li>• Fluent in English, French,</li> </ul>
<b>B. ACADEMIC STAFF</b>			
1	Lecturer in Education, department of Sciences	1	<p><b>Qualifications, Experience and competences:</b></p> <ul style="list-style-type: none"> <li>• A Ph.D. in Applied Mathematics, Mathematics statistics and probability;</li> <li>• A proven record of accomplishment of academic research and publications in peer-reviewed journals;</li> <li>• Significant experience in teaching at the undergraduate and postgraduate levels;</li> <li>• Experience of 1 year in teaching and learning will be an added advantage;</li> <li>• Experience of 1 year in teaching and learning leadership and management will be an added advantage;</li> <li>• Strong skills in computer literacy;</li> <li>• Strong pedagogical skills and a commitment to innovative teaching methods.</li> <li>• Excellent written and verbal communication skills.</li> <li>• A passion for teaching and mentoring students.</li> <li>• An enthusiasm for contributing to the academic and professional community of Kibogora Polytechnic.</li> </ul>

#### HOW TO APPLY

Interested candidates should submit their application made of the following documents: *Motivation letter addressed to the Vice chancellor of Kibogora Polytechnic, updated CV, and copies of Degrees or To Whom, copy of ID, Proof of required working experience, certificates and references.* Those who studied abroad should also submit the Equivalences of their Degrees. The application must be submitted through e-mail to [info@kp.ac.rw](mailto:info@kp.ac.rw).

Application deadline is **13<sup>rd</sup> September 2024 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.**

Done at Kibogora on September 9<sup>th</sup>, 2024.

**Dr. MUKAMUSONI Dariya, PhD**  
Vice Chancellor of Kibogora Polytechnic

