



BRAINAE UNIVERSITY

**ORGANISATION CHART AND
STRUCTURE**

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GENERAL PROVISIONS

1. Vision

To excel internationally with quality education, research and innovative service to the community

2. Mission

To be a locomotive of the sustainable development in the World by developing competency in educational practices

3. Core Values

BU is a singular and multi-partners educational institution offering a wide range of academic and professional studies. As such, we provide opportunities for trainee to pursue a variety of programs; some are quite specialized in nature, others that are multi-disciplinary and/or problem-based in focus – and to undertake their studies at different locations across the world, both through classes at designated open and through access to distance learning.

- Affordability
- Collegiality
- Commitment to professionalism and social accountability
- Humility
- Integrity
- Kindness
- Loyalty
- Spirituality

- Transparency
- Trustworthiness

4. Motto

BU's motto is "Strive for Excellence".

Organization chart, job description, and required qualifications

The management organs of the University derive from BRAINAE University organizational structure as shown in appendix 1. It flows from the University Council, the Chancellor's Office, the Board of directors, the Vice-chancellor, the Deputy Vice-chancellors and the constituent departments found therein. Job descriptions, reporting mechanisms and qualifications for each position are highlighted.

I. Organs 1.1. Governance organs 1.2. Management organs 1.2.1. Academic organs 1.2.2. Administrative organs				
Corporate Level 1				
Service	Position	Category and code	Job description	Requirements
Office of the Chancellor	Chancellor	Senior Manager	<ul style="list-style-type: none"> ▪ To preside over the academic year opening ceremonies, ▪ To preside graduation ceremonies ▪ To award other merit titles 	Professor
Office of the Vice Chancellor	Vice Chancellor	Senior Manager	<ul style="list-style-type: none"> ▪ to implement the decisions of the Board of directors; ▪ to ensure rational utilization and management of the financial assets of the institution; ▪ to represent the institution of higher learning both at the national and international levels; ▪ to ensure the welfare, the discipline and the good behavior of the students and the staff members; ▪ to forward short, medium and long term budget proposals of the institution to the Board of directors for approval; ▪ to submit to the Board of directors for approval and adoption the annual action plan or the annual budget proposal; ▪ to prepare the cooperation agreement proposals between the higher learning institutions, research centre and other organs and forward them to the Board of directors for approval; 	PhD or its equivalent

			<ul style="list-style-type: none"> ▪ to prepare the annual activity and financial reports of the higher learning institution and to submit them to the Board of directors for approval; ▪ to appoint a Deputy Vice-chancellor to replace him or her when the Deputy Vice-chancellor in charge of Academic Affairs is absent or withheld; ▪ to carry out any other duties as may be assigned to him/her by the Board of directors. 	
	Secretary	Assistant	<ul style="list-style-type: none"> ▪ To receive and direct visitors to the Vice-chancellor's office. ▪ To receive telephone calls of the Vice-chancellor's office. ▪ To hold the appointment agenda of the Vice-chancellor. ▪ To type letters, texts and documents delivered by the supervisor. ▪ To receive all correspondences and record them. ▪ To perform other duties as directed by the supervisor. 	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Administration, Law, Social sciences, Arts and Humanities with a high proficiency in working Languages ▪ Experience (2 years) in the domain of application ▪ Good interpersonal skills ▪ Organizational and managerial skills
	Internal Auditor	Unit Manager	<ul style="list-style-type: none"> ▪ To ensure the lawfulness of expenditures and payments; ▪ To carry out, on self-initiative or by the special request, the control on budget execution; ▪ To verify the regular running and accuracy of operations in order to facilitate the preparation of financial information and make a report; ▪ To verify the conformity, lawfulness and accuracy of all credit documents; ▪ To ensure the execution of operations in accordance with regulations into force; ▪ To ensure that access on assets is only possible with permission of the service in charge of Finances' management; ▪ To submit a monthly report and a synthesis annual report whenever necessary to the Vice-chancellor; ▪ To audit all services of the Institute in order to be sure of their effectiveness and efficiency running; ▪ Assist in providing advisory and consulting services to improve efficiency, effectiveness, and utilization of institution assets; a) Any other relevant duties that may be allocated by the Top Management. 	<ul style="list-style-type: none"> ▪ Masters' Degree in Management, Accounting, or a Bachelor's Degree with 5-year experience ▪ Holding ACCA or CPA is added value ▪ Good experience(3 years) in the domain of application ▪ Good leadership skills ▪ Good interpersonal skills ▪ Organizational and managerial capacity
	Legal Advisor	Unit Manager	<ul style="list-style-type: none"> ▪ To analyze legal files submitted to the Vice-chancellor's approval, to give opinions and considerations; ▪ To evaluate the regulations' projects of the Institute; ♣ To give legal opinions as regards the files of the staff; ▪ To carry out a follow up of the regulation texts submitted to the Board of directors; 	<ul style="list-style-type: none"> ▪ Master's Degree in Law or Bachelor's Degree with a 5-year experience ▪ Good experience (3 years) in the domain

			<ul style="list-style-type: none"> ▪ To prepare elements of the defense of the legal affairs to be submitted to the attorney of the Institute; ♣ To lavish advice to the Vice-chancellor if needed 	<ul style="list-style-type: none"> ▪ of application skills ▪ Good leadership skills ▪ Good interpersonal skills ▪ Organizational and managerial capacity
	Public relations Officer	Officer	<ul style="list-style-type: none"> ▪ To use all forms of media and communication to build, maintain and manage the reputation of the University; ▪ To monitor publicity and conduct research to find out the concerns and expectations of the Institute's stakeholders; ▪ To plan, develop, implement and monitor communication and partnership strategies for the University; ▪ To liaise with colleagues, students and external parties and answer enquiries from media, individuals and other organizations after consultation with the top management of the University; ▪ To research, prepare, write, edit and distribute press releases, publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimediamprogrammes, and newsletters; ▪ To collate, analyze media coverage and arrange interviews with journalists; ▪ To devise and coordinate photo and publicity opportunities; ▪ To organize events including press conferences, exhibitions, induction days, open days, exhibitions, functions and press tours aiming at fostering community relations and involvement of the University in community initiatives; ▪ To maintain and update information on the Institute's website; ▪ To source and manage partnership and sponsorship opportunities; ▪ To assist in preparing organizational documents such as annual reports, corporate profiles and submissions; ▪ To write speeches, prepare visual aids and make publicpresentations; ▪ To plan, develop and manage brand identity of the University; ▪ To provide partnership outreach support to the Vicechancellor, monitor the execution of partners' activities and contribute to the success of partnerships; ▪ To work with the Top management in developing partnership strategies, proposals and partnership agreements; ▪ To update existing partnerships and relationships and participate in partner meetings, events, etc; ▪ To research potential partners and make proposals to the Vice-chancellor for further negotiations and engagements and ▪ To contribute to designing and implementing the student recruitment strategies and actions; ▪ To perform other duties as assigned by the Vice-chancellor 	<ul style="list-style-type: none"> ▪ Master's Degree in Arts, Social Sciences, Public relations, Marketing or Communication or a Bachelor's Degree in the above fields with 5-year experience ▪ Experience (2 years) in the domain of application ▪ Good interpersonal skills ▪ Organizational and managerial skills
	Campus	Co-Senior	<ul style="list-style-type: none"> ▪ To maintain records and report procedures for deeds, contracts, 	<ul style="list-style-type: none"> ▪ PhD or its equivalent

	Coordinator	Manager	<p>inspection reports, project schedules, progress reports, and other related matters of the campus;</p> <ul style="list-style-type: none"> ▪ To manage, supervise and coordinate activities of full-time and part-time employees as well as other activities done at the campus; ▪ To prepare detailed plans for the development of campus and submit them to the Vice-chancellor; ▪ To coordinate with deans and department heads teaching, research, community services and support activities carried out at the campus; ▪ To implement decisions of statutory organs and those of the Top management; ▪ To ensure rational utilisation and management of the financial assets of the campus; ▪ To represent the Vice-chancellor and the campus at the local level; ▪ To ensure the welfare, discipline and good behaviour of students and staff members of the campus; ▪ To submit the annual action plan and the annual budget proposals to the Vice-chancellor for approval and adoption; ▪ To report monthly, quarterly, per semester and annually on activities done at the campus; ▪ To carry out any other duties as may be assigned by the Vice-chancellor. 	<ul style="list-style-type: none"> ▪ Good leadership skills ▪ Proven organizational and entrepreneurship skills ▪ Critical analysis and thinking
Office of the Deputy ViceChancellor for Academic Affairs	Deputy ViceChancellor for Academic Affairs	Senior Manager	<ul style="list-style-type: none"> ▪ To coordinate all activities related to academic programmes and disciplines of the University; ▪ To coordinate all research activities and programmes; ▪ To organize meetings of the Senate and to ensure the implementation of its decisions; ▪ To replace the Vice-chancellor in case of absence or impediment; ▪ To carry out any other activity in relation to his or her duties as may be assigned to him or her by the Vicechancellor. 	<ul style="list-style-type: none"> ▪ PhD or its equivalent ▪ Good leadership skills ▪ Proven organizational and entrepreneurship skills ▪ Critical analysis and thinking
	Administrative Assistant to DVC/A	Officer	<ul style="list-style-type: none"> ▪ To assist the DVC/A in both academic and administrative duties; ▪ To arrange and prepare the work of the DVC/A; ▪ To analyze and summarize the documents, requests and other information to be submitted to the DVC/A; ♣ To analyze the correspondences of the office of DVC/A; ▪ To identify documents to be submitted to the DVC/A; ▪ To guide the secretary to the DVC/A in her/his work; ♣ To check the documents submitted to DVC/A for signature; ▪ To conduct other duties as reasonably assigned by the DVC/A 	<ul style="list-style-type: none"> ▪ Master's Degree in Administration, Arts, Social Sciences, Communication or a Bachelor's Degree in the above fields with 2-year experience in the domain of application ▪ Good interpersonal skills ▪ Organizational and managerial skills
	Secretary	Assistant	<ul style="list-style-type: none"> ▪ To receive and direct visitors to the Deputy Vicechancellor for 	<ul style="list-style-type: none"> ▪ AI in Secretarial

	to the DVC/A		<p>Academic Affairs;</p> <ul style="list-style-type: none"> ▪ To receive telephone calls of the DVC/A's office; ▪ To hold the appointment agenda of the DVC/A; ▪ To type letters, texts and documents delivered by the supervisor; ▪ To receive and record all correspondences; ▪ To perform other duties as directed by the supervisor. 	<p>Studies or other office management training, or A2 in Secretariat</p> <ul style="list-style-type: none"> ▪ 2 year experience ▪ Organizational and managerial skills
	Academic Registrar	Division Manager	<ul style="list-style-type: none"> ▪ To be responsible for all administrative affairs in relation with recruitment, assessment and advancement of students; ▪ To be responsible for academic regulations specific to students and organize the ceremonies of granting qualifications; ▪ To ensure a follow up of decisions of the academic senate; ▪ To prepare school certificates and students cards; ▪ To prepare annual texts of the University. ▪ To establish information on students' state. 	<ul style="list-style-type: none"> ▪ PhD Holder in education, education management, psycho pedagogy or education leadership ▪ Master's Degree with experience (5 years) in the above fields ▪ Good leadership skills ▪ Proven organizational and entrepreneurship skills ▪ Critical analysis and thinking
	Registration Officer	Officer	<ul style="list-style-type: none"> ▪ To register new students entering the University; ▪ To handle and keep student files; ▪ To prepare statistics of the registration process; ▪ To make up dates to administration on the progress of the work; ▪ To handle files of the students who register. 	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Education, Management or Statistics ▪ Experience (2 years) in the domain of application ▪ Good interpersonal skills ▪ Organizational and managerial skills
	Career Guidance Officer	Officer	<ul style="list-style-type: none"> ▪ To provide vocational, educational, financial and personal counseling to students and applicants; ▪ To interview applicants and supply relevant information; ▪ To provide vocational assessments relative to admission to courses where applicable; ▪ To provide assistance in career planning and course selection; ▪ To provide psychological testing of students and interpret results; ▪ To act as liaison with staff and students; ▪ To participate in career days and open house; ▪ To answer enquiries from general public; ▪ To act sometimes as a counselor for handicapped students; 	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Education, Psychology or Pedagogy ▪ 2 year- experience in the domain of application ▪ Good interpersonal skills ▪ Organizational and managerial skills

			<ul style="list-style-type: none"> ▪ To take responsibility in preparatory programs, progress reports, etc; ▪ To perform other duties as assigned by the supervisor. 	
	IT Assistant	Assistant	<ul style="list-style-type: none"> ▪ To design and print students cards; ▪ To design and print academic certificates and transcripts; ▪ To maintain and support the IT equipment in the registration office in a good and functioning status; ▪ To assist and technically support the installation and use of different kinds of software used or introduced in the registration office; ▪ To initiate strategies of helping colleagues in the registration office to use the IT devices used there; ▪ To work in close collaboration with the mainstream team in ICT department to handle issues related to ICT when need arises. ▪ To perform the students general registration work; ♣ To carry out any other duties as directed by the supervisor. 	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Information Technologies or information management ▪ Experience (2 years) in the domain of application ▪ Good interpersonal skills ▪ Organizational and managerial skills
	Director of Academic Quality	Division Manager	<ul style="list-style-type: none"> ▪ To control the teaching quality and programmes on all levels; ▪ To ensure that taught programmes are in accordance with the demand of National Council of Higher Education and other education standard in Rwanda; ▪ To control the consistency and performance of the teaching staff, researchers and academicians, technicians in accordance with regulations into force; ▪ To organize and supervise the activities of external examiners; ▪ To supervise the working out of the programmes and harmonisation of curricula; ▪ To initiate the creation of new faculties and departments by making assessments; ▪ To ensure the exams are smoothly conducted; ▪ To assist in conceiving/designing effective measures and procedures for quality teaching, learning, research, publication and assessment; ▪ To assist in the implementation, monitoring and evaluation of set measures/procedures aiming at ensuring the quality teaching, learning, research, publication and assessment; ▪ To provide advice and assistance to the academic community on the requirements of and process for program design and approval; ▪ To support the chair of academic quality committees; ▪ To assist in the collation, analysis and dissemination of academic management; information and reporting of student progression and achievement data, and meeting quality requirements; ▪ To assist in the various processes surrounding program and module approval, modification and re-approval and to write a report; ▪ To assist in maintaining the official repository of the documentation from program validation; ▪ To monitor and review the flow of information through the academic committee cycle and its provision to relevant executive officers. ▪ To undertake such other duties as may be reasonably expected and directed by the Deputy Vice-Chancellor for Academic affairs. 	<ul style="list-style-type: none"> ▪ PhD Holder with education as specialisation ▪ Master's Degree in education, education management, pedagogy ▪ Relevant experience (5 years) in the domain of application ▪ Good leadership skills ▪ Proven organizational and entrepreneurship skills ▪ Critical analysis and thinking

	Academic Quality Officer	Officer	<ul style="list-style-type: none"> ▪ To assist in conceiving/designing effective measures and procedures for quality teaching, learning and assessment; ▪ To assist in the implementation, monitoring and evaluation of set measures/procedures aiming at ensuring the quality of teaching, learning and assessment; ▪ To provide advice and assistance to the academic community on the requirements of the process for program design and approval; ▪ To support the chair of academic quality committees; ▪ To assist in the collation, analysis and dissemination of academic management; information and reporting of student progression and achievement data, and meeting quality requirements; ▪ To assist in various processes surrounding program and module approval, modification and re-approval and to write a report; ▪ To assist in maintaining the official repository of the documentation from program validation; ▪ To monitor and review the flow of information through the academic committee cycle and its provision to relevant executive officers; ▪ To undertake such other duties as may be reasonably expected. 	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Education or pedagogy ▪ 2-year experience in the domain of application ▪ Good interpersonal skills ▪ Organizational and managerial skills
	Examinations Officer	Officer	<ul style="list-style-type: none"> ▪ To ensure quality of exams by verifying their validity; ▪ To prepare the booklets of exams and ensure their security; ▪ To control the examinations and ensure that rules and regulations are adhered to; ▪ To manage the stock of examination booklets; ▪ To plan the invigilation and supervision of exams; ▪ To come up with examination timetables; ▪ To collect examinations from departments; ▪ To advise the DAQ and Registrar on examination procedures; ▪ To work hand in hand with the DAQ to ensure validity of exams. ▪ To plan for exams in CAL in case of such a plan; ▪ To report on examination progress and conduct; ▪ To perform any other duties as it may be required by the supervisor. 	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Education or Pedagogy ▪ Experience (2 years) in the domain of application ▪ Good interpersonal skills ▪ Organizational and managerial skills
	Dean of Faculty or Director of School	Division Manager	<ul style="list-style-type: none"> ▪ To carry out a follow up of the implementation of the teaching, research programmes together with those organized for serving the community; ▪ To convene and chair the meetings of the faculty and those of department if necessary and make a report that he/she submits to the hierarchical superior authorities; ▪ To make control, follow up and evaluation of teachers, researchers together with the administrative and technical staff appointed in the faculty; ▪ To coordinate all activities of the faculty in relation with teaching and administration and stand for them before the hierarchical superior authorities; ▪ To communicate to the faculty council all the important problems regarding the good functioning of the faculty under his/her responsibility; 	<ul style="list-style-type: none"> ▪ PhD Holder in relevant field ▪ Good leadership skills ▪ Proven organizational and entrepreneurship skills ▪ Critical analysis and thinking

			<ul style="list-style-type: none"> ▪ To elaborate the annual budget of the faculty and submit it to the Vice-chancellor and to Deputy Vice-Chancellors; ▪ To carry out any other task relating to the duties assigned to him or her by the Deputy Vice-chancellors. 	
	Administrative Assistant to the Dean	Officer	<ul style="list-style-type: none"> ▪ To deal with faculty specific issues and documents; ♣ To arrange the appointments with the faculty dean for those who want to meet him/her; ▪ To prepare and file students results; ▪ To collect students marks from departments; ▪ To elaborate any given activity reports and documents; ▪ To handle faculty correspondences; ▪ To participate in the organization of examination rooms; ▪ To perform any other duties as reasonably assigned by the supervisor. 	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Administration, Education, Arts and Humanities with a high proficiency in working Languages ▪ Experience (2 years) in the domain of application ▪ Good interpersonal skills ▪ Organizational and managerial skills
	Head of Department	Unit Manager	<ul style="list-style-type: none"> ▪ To convene and chair the meetings of the department council ▪ To prepare and carry out a follow up of the teaching programme and research projects together with actions which contribute to the development of the community; ▪ To fix, according to the calendar settled by the senate, the teaching programme of the department; ▪ To prepare the budget of the department and stay up on its execution; ▪ To determine and give opinions about didactic material, books and journals that the department needs; ▪ To manage the administrative and technical staff together with the students of the department; ▪ To supervise the teachers' and researchers' activities in the department; ▪ To evaluate at the first level the teachers' and administrative staff's work of the department; ▪ To prepare the consultative meetings and conferences within the department; ▪ To look for mechanisms for comparing the researches and teaching programmes in terms of putting accent on researches shared by a great number of researchers and those with aspect of numerous domains of knowledge and coordinate the researches done by students; ▪ To elaborate previsions of the needs of the teaching and research staff. 	<ul style="list-style-type: none"> ▪ Master's Degree in relevant field ▪ Good experience (3 years) in the domain of application ▪ Good leadership skills ▪ Good interpersonal skills ▪ Organizational and managerial capacity
	Academic Department Secretary		<ul style="list-style-type: none"> ▪ To assist the HoD in the teaching workload elaboration; ▪ To plan and follow up teaching in the department; ♣ To take and keep minutes of the department meeting; ▪ To keep department records; ▪ To collect marks from module leaders; 	<ul style="list-style-type: none"> ▪ Master's Degree in relevant field

			<ul style="list-style-type: none"> ▪ To collaborate with lecturers in the department; ▪ To oversee financial requisitions at department level; ▪ To attend staff and students meetings during his/her office hours/time according to the schedule; ▪ To perform other duties as directed by supervisor. 	
Director of Library	Division Manager		<ul style="list-style-type: none"> ▪ To supervise and coordinate the librarian activities of the University ; ▪ To coordinate all activities related to the acquisition, preservation and circulation of the documents of the library; ▪ To carry out the role of information organ of the University and take care of any publication; ▪ To update the list of archives; ▪ To elaborate the budget proposals of the library and ensure their execution; ▪ To carry out any other task in relation with his/her duties entrusted by his/her hierarchical superior authority. 	<ul style="list-style-type: none"> ▪ Master's Degree Library Science, ICT or Information Management ▪ Experience (5 years) in the domain of application ▪ Good leadership skills ▪ Proven organizational and entrepreneurship skills ▪ Critical analysis and thinking
Librarian	Assistant		<ul style="list-style-type: none"> ▪ To receive and help library's users during their researches in the library; ▪ To complete and update regularly the readers' file; ♣ To ensure all the lending document process; ▪ To establish a database of forms in use in the library; ▪ To complete and update the cataloguing forms; ▪ To write and record readers 'cards. 	<ul style="list-style-type: none"> ▪ Certificate/Diplom a (A2 or A1) Library Science, Management, Information Management ▪ Experience (2 years) in the domain of application ▪ Good interpersonal skills ▪ Organizational and managerial skills
Director of Research, Consultancy and Development Service			<ul style="list-style-type: none"> ▪ To set up policies, procedures and mechanisms of research promotion and to coordination aiming at achieving institutional objectives, vision and mission; ▪ To build and provide sufficient support to enhance research capacity and to increase internal and external research opportunities for lecturers, researchers and students; ▪ To manage the research plans effectively and efficiently, and to ensure that quality and standard of research as well as ethical behaviour are met; ▪ To encourage and support the raising of funds for research conducted by the research Centre, lecturers and students, including cooperation with sponsors, customers and fundraising initiatives; ▪ To develop linkage between the Centre and researchers, industries, 	<ul style="list-style-type: none"> ▪ PhD in relevant field or a Master's Degree with experience (5 years) in the domain of application ▪ Proven research publications ▪ Good leadership skills ▪ Proven organizational and entrepreneurship skills

			<p>the private sector, as well as the community in priority fields of intervention of the University to the mutual benefit of both institutions;</p> <ul style="list-style-type: none"> ▪ To encourage and support storage of research findings/publications for all research activities undertaken with or on behalf of the Institute; ▪ To ensure dissemination of research findings, and knowledge/technology transfer to society through outreach activities including seminars, workshops, lectures, trainings, publications, contract work, and commercialization of intellectual property; ▪ To encourage staff participation in consultancies which bring opportunities and benefits to the institution, staff, students and customers; ▪ To negotiate and enter consultancy contracts bringing significant benefits to the institute, and provide a flexible management framework to cover the range of consultancies customarily undertaken by members of the Institute using its brand name, services, spaces, facilities, and equipment; ▪ To advise the Deputy Vice-Chancellor for Academic Affairs in the conception, implementation and monitoring of research, consultancy and community development policies and practices so as to make the Institute a pole of radiance in its domains of intervention; ▪ To lead the Centre in charge of research, consultancy and community service, and supervise activities of staff at the disposal of the Centre 	<ul style="list-style-type: none"> ▪ Critical analysis and thinking
	Director of ICT	Division Manager	<p>-To plan the functioning and the activities of ICT;</p> <ul style="list-style-type: none"> ▪ To improve the functioning of the web site of the RUSIZI INTERNATIONAL UNIVERSITY; ▪ To organize the trainings in ICT and computing; ▪ To identify the needs in terms of computing application and plan the supplies; ▪ ♣ To coordinate the work out of security mechanisms of the data and network; To establish the periodic reports on the functioning of ICT 	<ul style="list-style-type: none"> ▪ Master's Degree in Computer Science or a Bachelor's Degree with 5 years experience in Computer Science ▪ Good leadership skills ▪ Proven organizational and entrepreneurship skills ▪ Critical analysis and thinking
	ICT Officer	Officer	<ul style="list-style-type: none"> ▪ To ensure the functioning and the activities of ICT; ♣ To improve the functioning of the web site of RUSIZI INTERNATIONAL UNIVERSITY; ▪ To conduct trainings in ICT and computing; ▪ To identify the needs in terms of computing application and plan the supplies; ▪ To ensure the work out of security mechanisms of IT equipment, data and network; 	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Computer Science or Information Management with a 2 years experience ▪ Good interpersonal skills

			<ul style="list-style-type: none"> ▪ To establish the periodic reports on the functioning of ICT. ▪ ♣ To maintain the hardware and software systems of the RUSIZI INTERNATIONAL UNIVERSITY. 	<ul style="list-style-type: none"> ▪ Organizational and managerial skills
	Hardware Maintenance Officer	Officer	<ul style="list-style-type: none"> ▪ To maintain and repair technology-related equipment ▪ To set up installation of operating system, device drivers, network hardware, installing cabling and connectors, configuring settings, and security devices; ♣ To maintain records of repair, placement and maintenance of ICT equipment; ▪ To participate in the assisting and training about the use of technology; ▪ ♣ To perform service calls for technology-related problems in the Institute. 	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Computer Science with specialization in Hardware Maintenance with a 2 years experience ▪ Good interpersonal skills ▪ Organizational and entrepreneurial
Office of the Deputy Vice Chancellor in Charge of Administration and Finance (DVC/AF)	Deputy Vice Chancellor in Charge of Administration and Finance (DVC/AF)	Senior Manager	<ul style="list-style-type: none"> ▪ To coordinate all activities connected with the organizational chart and to the staff of the Institute; ▪ To elaborate the budget proposal of the Institute; ▪ To mobilise financial resources and other assets of the institute and monitor their utilisation; ▪ To effectively communicate and present the critical financial matters to the board of directors; ▪ To ensure compliance with and adhere to financial legislation, policies and procedures; ▪ To ensure effective planning and financial resources management; ▪ To implement a robust contracts management and financial management/ reporting system, to ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and to support operational requirements, ▪ To promote income generating activities and to ensure a regular follow-up; ▪ To research, prepare and submit the annual budget; ▪ To respond to auditors' comments concerning finance and operations and oversee required action to address deficiencies; ▪ ♣ To update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual; 	<ul style="list-style-type: none"> ▪ PhD or a Master's Degree Public Administration, Economics, Management, Finance or Accounting , or relevant experience in managerial positions ▪ Good leadership skills ▪ Proven organizational and entrepreneurship skills ▪ Critical analysis and thinking
	Administrative Assistant to DVC/AF	Officer	<ul style="list-style-type: none"> ▪ To assist the DVC/AF in both financial and administrative duties; ▪ To arrange and prepare the work of the DVC/AF; ▪ To analyze and summarize the documents, requests and other information to be submitted the DVC/AF; ▪ To analyze the correspondences of the office of DVC/AF; ▪ To identify documents to be submitted to the DVC/AF; ▪ To guide the secretary to the DVC/AF in her/his work; ▪ To check the documents submitted to DVC/AF for signature; ▪ ♣ To conduct other duties as reasonably assigned by the DVC/AF. 	<ul style="list-style-type: none"> ▪ Master's Degree in Administration, Arts, Social Sciences, Communication or a Bachelor's Degree in the above fields with 2-year experience in the domain of application

				<ul style="list-style-type: none"> ▪ Good interpersonal skills
	Procurement Officer	Officer	<ul style="list-style-type: none"> ▪ To plan, prioritize, assign, supervise and review work of staff responsible for purchasing including technical and specialized procurement of supplies, equipment and services; ▪ To assume responsibility and oversight of purchases involving use of Requests for Proposals, open bids, etc. ♣ To ensure good and accurate preparation, submission, and filing of necessary documents used in purchase of goods and services; ▪ To provide input on budget as regards purchases of both goods and services and of expenditures; ▪ To advise the Chief budget manager about suitable measures aiming at an effective budget execution as far as purchases are concerned; ▪ To represent the department at various meetings with administration and other institutional services especially having acquisition of goods and services concerns; ▪ To analyze problems and protests concerning bid solicitations, contract awards or contract performance as the need arises, and give a proposal to the top hierarchical organ; ▪ To develop and report on monthly, quarterly, semester and annual procurement plans; ▪ To ensure effective procurement procedures including the selection of appropriate suppliers and contractors, promotion of good procurement practices with due regard to sustainability, ethical purchasing standards and compliance with public procurement regulations as well as delivery requirements; ▪ To participate in the Internal Tender Commission activities working closely with the chairperson of the commission and other members; ▪ To work with the departments of planning, finance and internal audit in order to effectively monitor the budget execution as regards purchases; ▪ To actively promote the procurement function within the Institute including the development and improvement of skills of staff involved in the devolved purchasing environment; ▪ To support and undertake projects for the Value for money Steering services, report findings and make proposals to support potential change of policy; ▪ ♣ To carry out any other activity assigned by the Deputy ViceChancellor for Administration and Finance as regards procurement. 	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Management, Procurement, Finance or marketing with an experience of 2 years) ▪ Good interpersonal skills ▪ Organizational and managerial skills
	Director of Administration and Finance	Division Manager	<ul style="list-style-type: none"> ▪ To analyze and present financial reports in an accurate and timely manner; to clearly communicate monthly and annual financial statements, to collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting; ▪ To attend meetings of and make presentations to Statutory organs of 	<ul style="list-style-type: none"> ▪ Master's Degree in Finance or Management with specialization of accounting or finance with 5 years

			<p>the Institute;</p> <ul style="list-style-type: none"> ▪ To carry out any other duty assigned by the DVC/AF or the Vice-Chancellor ▪ To coordinate and lead the annual audit process, to liaise with external auditors and the finance committee of the board of directors and to assess any changes necessary; ▪ To ensure good implementation of the action plan and execution of the budget; ▪ To account for all types of assets of the Institute; ▪ To manage organizational cash flow and forecasting; ▪ To manage the treasury of the University; ▪ To oversee and lead annual budgeting and planning process, administer and review all financial plans and budgets, to monitor progress and changes and keep senior leadership team abreast of the organization's financial status; ▪ To participate in the provision of effective strategic, financial and human resources planning and information; ▪ To prepare and submit monthly, quarterly and annual financial reports; ▪ To supervise and ensure effective, full and accurate accounting records; ▪ To execute necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual; ▪ To handle full spectrum of financial and cost accounting role, forecasting, budgeting, etc; ▪ To perform full set of accounts and ensure timely closing of accounts; ▪ To perform project cost forecasts/budgets, cost tracking, monitoring and controls; ▪ To manage and coordinate human resources and administrative functions including personal administration and payroll; ▪ To provide leadership and direction to all staff to ensure efficient use of human resources; ▪ To establish and maintain internal controls to ensure compliance with human ▪ To establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures; ▪ To work closely and transparently with all external partners including third-party vendors and consultants; ▪ To oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales. ▪ To carry out any other duty assigned by the Deputy ViceChancellor for Administration and Finance or the ViceChancellor resources legislation, policies and procedures; ▪ To provide leadership by delegating tasks, responding to staff 	<ul style="list-style-type: none"> ▪ experience ▪ Good leadership skills ▪ Proven organizational and entrepreneurship skills ▪ Critical analysis and thinking ▪ Master's Degree in Administration, Human Resources Management or Social Sciences with 5 years experience in similar position ▪ Good leadership skills ▪ Proven organizational and entrepreneurship skills ▪ Critical analysis and thinking
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			<ul style="list-style-type: none"> ▪ inquiries and providing overall direction to section employees; ▪ To study effective mechanisms aiming at improving the output of the staff; ▪ To ensure preparation and follow up of job announcements for the recruitment of new employees; ♣ To prepare and submit monthly, quarterly and annual reports on administration and human resources; ▪ To supply the staff with pertinent information and valuable know-how in order to maintain smooth, risk-free operations within the organization; ▪ To set the achieving targets for the employees and then define the ways to the staff so as to create the institutional work plan; ▪ To attend meetings of and make presentations to Statutory organs of the University ; ▪ To further develop human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, trainings and recruitments; ▪ To ensure that recruitment processes are consistent and streamlined; 	
	Human Resources Officer	Officer	<ul style="list-style-type: none"> ▪ To ensure the management of the staff of the RUSIZI INTERNATIONAL UNIVERSITY; ▪ To keep and update the RUSIZI INTERNATIONAL UNIVERSITY's employees files; ▪ To file incoming document; ▪ To examine the requests of the staff; ▪ To establish plans of the staff training; ▪ To study the mechanisms aiming at improving the output of the staff; ▪ To ensure the preparation and follow up of the job announcement files for the recruitment of new employees; ▪ To participate in recruitment of new employees. 	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Administration, Human Resources Management, Management or Social Sciences with 2 years of experience ▪ Good interpersonal skills ▪ Organizational and managerial skills
	Chief Accountant	Officer	<ul style="list-style-type: none"> ▪ To be responsible for day to day finance and accounts operations; ▪ To be responsible for timely monthly consolidated financial statements, payments, cash-flow management reporting; ▪ To review & approve payment vouchers & journal entries; ▪ To perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis; ▪ To supervise the bank reconciliation ; ▪ To issue project cost reports for review and approval; ▪ To develop and maintain internal control and effective accounting system and policies for the set up; ▪ To support the Director of Finance in ensuring that intercompany cost allocations are in line with management agreements and transfer pricing policy; ▪ To establish and maintain systems for cost-sensitivity analysis and early-warning of cost-overruns; ▪ To work consultatively with the respective departments on cost 	<ul style="list-style-type: none"> ▪ A Master's Degree in Accounting or a Bachelor's Degree with 2 years of experience in similar position ▪ Holding ACCA or CPA is added value ▪ Good interpersonal skills ▪ Organizational and managerial skills

			<ul style="list-style-type: none"> ▪ reduction initiatives; ▪ To carry out any other duty assigned by the Director of Finance 	
Accountant	Officer	<ul style="list-style-type: none"> ▪ To prepare asset, liability, and capital account entries by compiling and analyzing account information; ▪ To keep documents financial transactions by entering account information; ▪ To recommend financial actions by analyzing accounting options; ▪ To summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports; ▪ To substantiate financial transactions by auditing documents; ▪ To maintains accounting controls by preparing and recommending policies and procedures; ▪ To guide accounting clerical staff by coordinating activities and answering questions; ▪ To reconcile financial discrepancies by collecting and analyzing account information; ▪ To secure financial information by completing database backups; ▪ To maintain financial security by following internal controls; ▪ To prepare payments by verifying documentation, and requesting disbursements. ▪ To answer accounting procedure questions by researching and interpreting accounting policy and regulations; ▪ To comply with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions; ▪ To prepare special financial reports by collecting, analyzing, and summarizing account information and trends; ▪ To maintain customer confidence and protect operations by keeping financial information confidential; ▪ To maintain both professional and technical knowledge by attending educational workshops; reviewing professional publications, establishing personal networks, and participating in professional societies, ▪ To accomplish the result by performing the duty; ▪ To contribute to team effort by accomplishing related results as needed; ▪ To carry out any other duty assigned by the Director of Finance 	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Accounting with 2 years of experience ▪ Good interpersonal skills ▪ Organizational and managerial skills 	
Recovery Officer	Officer	<ul style="list-style-type: none"> ▪ To ensure correct amounts invoiced; ▪ To ensure the effective collection of all fees due to the University ; ▪ To liaise with other services to ensure correct amounts charged; ▪ To deal with routine correspondence with regard to any collection or recovery issue; ▪ To be responsible for Issue Reminders notices and summons as regards payment due to the University ; ▪ To complete financial reconciliation as regards income collected; ▪ To prepare refunds and write-offs and pass these to the Director of 	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Management, Economics or Accounting with 2 years experience ▪ Good interpersonal skills ▪ Organizational and managerial skills 	

			<ul style="list-style-type: none"> ▪ Finance; ▪ To make and monitor arrangements for payment of fees due to the University ; ▪ To liaise with outside Debt Collection agents; ▪ To maintain the computer based information systems on all recovery activities; ▪ To report on the recovery statement as required. 	
	Logistics and Stores Officer	Officer	<ul style="list-style-type: none"> ▪ To maintain assets register ▪ To update assets register ▪ Prepare and submit monthly inventory report ▪ To maintain the logistics of the University ; ▪ To make sure that file/stock records are well kept; ♣ To conduct stock taking; ▪ To make periodical reports on stock; ▪ To keep and store stock keys safe and secure; ▪ To carry out any other reasonable work in store and infrastructure department. 	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Management, or A1 with 3 years of experience ▪ Good interpersonal skills ▪ Organizational and managerial skills
	Driver	Assistant	<ul style="list-style-type: none"> ▪ To ensure that the institute vehicles are clean and maintained in a good state; ▪ To maintain and update the records relating to the RUSIZI INTERNATIONAL UNIVERSITY vehicles. ▪ To follow up the regular subscriptions and taxes that the vehicles should pay; ▪ To submit regular reports about the vehicles; ▪ To know the schedule of technical control for vehicles; ▪ To perform such work as reasonably directed by the supervisor. 	<ul style="list-style-type: none"> ▪ Certificate (2) in driving with 2 years of ▪ Good interpersonal skills ▪ Organizational and managerial skills
	Security Guard	Attendant	<ul style="list-style-type: none"> ▪ To ensure that the security of staff and other people in the institute is guaranteed; ▪ To ensure that peoples' property and that of the institute within the campus are secured enough; ▪ To guide and receive people entering the institute; ♣ To make periodical reports on the security of the institute; ▪ To expeditiously feed the RUSIZI INTERNATIONAL UNIVERSITY community with information relating to security; ▪ To send quick alerts to people in case of suspicion in terms of security; ▪ To help in manual work like carrying things and off or on loading activities 	<ul style="list-style-type: none"> ▪ Reading and writing capacity ▪ Good interpersonal skills ▪ Organizational skills
	Dean of students	Division Manager	<ul style="list-style-type: none"> ▪ To design any policy aiming at ensuring a climate of serenity within the student community ▪ To be a link between students and the authority of the University ; ▪ To receive and direct the requests of students; ▪ To plan and organize activities of the Students' union and associations in connection with the radiation of the RUSIZI INTERNATIONAL UNIVERSITY; ▪ To rationally manage the inheritance placed at the disposal of the 	<ul style="list-style-type: none"> ▪ Master's Degree in Education, Psychology, Pedagogy, Social Sciences, Cultural Studies, with 5 years of experience ▪ Good leadership

			<p>Students' union of the RUSIZI INTERNATIONAL UNIVERSITY;</p> <ul style="list-style-type: none">▪ To promote the ethical and cultural behavior among staff and students;▪ To promote the community loyalty towards the Institute;▪ To ensure the welfare of students and staff.	<p>skills</p> <ul style="list-style-type: none">▪ Proven organizational and entrepreneurship skills▪ Critical analysis and thinking
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