



*A fully accredited/chartered University by the Government of Rwanda*  
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## OFFICE OF THE VICE-CHANCELLOR

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### JOB ADVERT

University of Kigali is seeking a **Procurement Officer (PO)**

#### **Position Overview:**

The University of Kigali invites applications for the position of Procurement Officer (PO). This role is essential to ensuring effective, transparent, and compliant procurement processes that support the University's strategic and operational needs. The successful candidate will oversee procurement activities, strengthen procurement systems and policies, and provide advisory support to senior leadership on procurement planning, vendor management, and compliance with procurement regulations. The role requires a results-oriented and experienced procurement professional who will contribute to operational excellence and support the University's mission of academic and institutional advancement.

#### **Key Responsibilities:**

1. Develop, implement, and monitor the University's annual procurement plan in alignment with institutional priorities.
2. Manage the full procurement cycle, including requisition review, tendering, evaluation, adjudication, and contract award.
3. Ensure all procurement activities comply with national procurement laws, institutional policies, and applicable regulatory frameworks.
4. Maintain accurate procurement documentation and records for audit and reporting purposes.

5. Coordinate the evaluation, selection, and performance management of suppliers and service providers.
6. Prepare tender documents, Requests for Proposals (RFPs), and bid evaluation reports.
7. Manage contracts, including negotiation, drafting, execution, and monitoring vendor performance.
8. Advise senior leadership and user departments on procurement procedures, cost-effective purchasing options, and market trends.
9. Conduct market research to identify reliable suppliers, assess pricing trends, and ensure value-for-money procurement.
10. Prepare and submit timely procurement reports to management, regulatory bodies, and internal auditors as required.

**Candidate Profile:**

- A Master's degree in Procurement, Supply Chain Management, Logistics, or a related field.
- A minimum of 5 to 7 years of progressive procurement experience, preferably within a university or dynamic organizational environment.
- Demonstrated ability to develop and implement strategic procurement initiatives aligned with institutional objectives.
- Excellent communication, negotiation, analytical, and interpersonal skills.
- Proven ability to work effectively with senior leadership and support informed decision-making.
- Strong understanding of procurement laws, public procurement procedures, and compliance frameworks.
- Proficiency in the use of procurement information systems and procurement data analytics tools.

**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 qualifications
- Names, email addresses, and phone 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**

no later than November 30, 2025.

*Please note that hard copy submissions will not be considered.*

Only shortlisted candidates will be contacted.

Done at Kigali, November 20, 2025



Prof. George Kimatbi

**Vice Chancellor, University of Kigali**

