



*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**

**Vacancy Announcement: School of Business Management and Economics (SBME)**

#### **Position Overview:**

The University of Kigali invites applications for Assistant Lecturer positions within the School of Business Management and Economics (SBME). These positions play a vital role in strengthening the University's academic standing, enhancing institutional visibility, and supporting the delivery of high-quality teaching, research, and postgraduate supervision across all campuses. Successful candidates will contribute directly to the University's mission of academic excellence, innovation, and societal impact.

Assistant Lecturers in the School of Business Management and Economics (SBME) will be responsible for delivering rigorous, learner-centred teaching at the postgraduate level, while actively engaging in research, publication, and knowledge dissemination. They will support the development and continuous improvement of academic programmes, ensuring alignment with national regulatory requirements and international best practices. Through their expertise, they will help position the University of Kigali as a leading institution for advanced learning and research.

In addition to teaching and research, Assistant Lecturers will serve as key representatives of the University to both internal and external stakeholders. This includes engaging with prospective students, parents, alumni, partner institutions, industry, and the wider community to communicate the University's academic offerings, research strengths, and overall value proposition. The role therefore requires strong communication skills and a commitment to institutional ambassadorship.

The positions also involve active participation in academic leadership, mentorship, and service. Successful candidates will contribute to postgraduate supervision, staff mentoring, academic committees, and community engagement initiatives across all campuses. Through these

contributions, they will support student success, institutional growth, and the University's broader strategic objectives.

### **Required Positions**

The Department of Accounting & Finance under the School of Business Management and Economics invites applications for the following Assistant Lecturer positions:

- Accounting – 2 positions
- Finance – 1 position
- Marketing – 2 positions
- Procurement – 2 positions
- Public Administration – 2 positions
- Mathematics and Statistics – 1 position

### **Key Responsibilities:**

- Deliver high-quality, learner-centred teaching at undergraduate levels in the assigned discipline.
- Prepare course outlines, teaching materials, assessments, and examinations in line with approved curricula and University policies.
- Conduct continuous assessment, mark examinations, and provide timely and constructive feedback to students.
- Engage in research, scholarly publication, and knowledge dissemination in relevant fields.
- Participate in curriculum development, review, and accreditation processes in compliance with national regulatory bodies.
- Supervise undergraduate projects and, where qualified, postgraduate research students.
- Contribute to academic advising, mentorship, and student support activities.
- Participate actively in departmental, school, and university committees and academic activities.
- Uphold professional ethics, academic integrity, and the University of Kigali's values at all times.
- Engage in community service, industry linkages, and institutional outreach activities as required.

### **Candidate Profile:**

- Holder of a **Master's degree** in a relevant discipline from a recognized and accredited institution.

- **Minimum of two (2) years of proven teaching experience** at a university or higher education level.
- Strong subject knowledge and expertise in their respective field
- Demonstrated ability to deliver high-quality, learner-centered teaching.
- Experience in supervising student projects, dissertations, or theses
- Evidence of engagement in research and academic publication
- Ability to develop and contribute to curriculum design and academic programs.
- Excellent communication, presentation, and interpersonal skills
- Ability to work effectively in a team and in a multicultural academic environment.
- Commitment to academic excellence, integrity, and continuous professional development.

#### **Application Requirements:**

Interested applicants should submit the following:

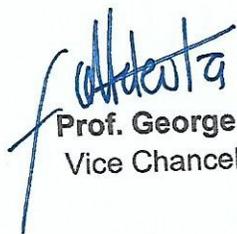
- A cover letter highlighting relevant experience and motivation for the role.
- A detailed and updated Curriculum Vitae (CV).
- Certified copies of academic qualifications.
- Names, email addresses, and phone numbers of **three referees** (with permission to contact them).

#### **Submission Details:**

Applications should be addressed to the **Vice Chancellor** and submitted via email to:  
**recruitment@uok.ac.rw**  
 no later than January 6, 2026

Please note that **hard copy submissions will not be considered.**  
 Only shortlisted candidates will be contacted.

**Done at Kigali, December 24, 2025**



**Prof. George Kimathi**  
 Vice Chancellor, University of Kigali

