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OFFICE OF THE VICE-CHANCELLOR

JOB ADVERT

University of Kigali

Vacancy Announcement: Assistant Lecturer Positions – School of Education (SOE)

Position Overview:

The University of Kigali invites applications for **Assistant Lecturer** positions within the **School of Education (SOE)**. These roles are critical to strengthening the University's academic profile, enhancing institutional visibility, and supporting the delivery of high-quality teaching, research, and academic supervision across all campuses. Successful candidates will contribute directly to the University's mission of academic excellence, innovation, and positive societal impact.

Assistant Lecturers in the School of Education will be responsible for delivering rigorous, learner-centred instruction at the **undergraduate level**, while actively engaging in research, publication, and knowledge dissemination. They will support the development, review, and continuous improvement of academic programmes, ensuring alignment with national regulatory requirements and international best practices. Through their scholarly and teaching contributions, they will help position the University of Kigali as a leading institution for education and pedagogical research.

In addition to teaching and research responsibilities, Assistant Lecturers will serve as key ambassadors of the University to both internal and external stakeholders. This includes engagement with prospective students, parents, alumni, partner institutions, industry stakeholders, and the wider community to effectively communicate the University's academic offerings, research strengths, and overall value proposition. Strong

communication skills and a demonstrated commitment to institutional representation are therefore essential.

Required Positions

The School of Education (SOE) invites applications for the following Assistant Lecturer positions:

- **English or Linguistics – Assistant Lecturer Positions (2)**

Key Responsibilities:

- Deliver high-quality, learner-centred teaching in English and/or Linguistics at the undergraduate level.
- Prepare, review, and update course outlines, teaching materials, and assessment instruments in line with approved curricula and regulatory requirements.
- Assess student performance fairly and provide timely, constructive feedback.
- Engage in academic research, scholarly writing, and publication relevant to English and Linguistics.
- Participate in curriculum development, programme review, and accreditation processes.
- Provide academic advising, mentoring, and student support.
- Contribute to departmental, school, and university committees and academic activities.
- Participate in community outreach, academic events, and institutional visibility initiatives.
- Uphold professional ethics, academic integrity, and University policies at all times.
- Act as an ambassador of the University of Kigali in academic and professional forums.

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 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

