



KIBOGORA POLYTECHNIC



JOB ANNOUNCEMENT

Kibogora Polytechnic is recruiting teaching and administrative staff; the positions are open to all Interested and qualified Candidates

S/N	Job title	Number Positions	Qualification and experience required
A. ADMINISTRATION POSITIONS			
1	Human Resource	1	<ul style="list-style-type: none">- Master's degree in Human Resource management, Business Administration, Business Management, Management, Economics;- Bachelor's degree in Human Resource Management, Management, Economics, Law, Accounting and Finance with at least 1 years of experience in Human Resource Management;- English and computer literacy;
2	Internal Auditor	1	<ul style="list-style-type: none">- Bachelor's degree in Auditing, Accounting, Finance;- To have a CAT or being registered in foundation level of CPA will be an added advantage;- Advanced knowledge in Accounting software (QuickBooks and MIS) will be an added advantage;- Minimum of one (1) years of experience in Auditing finance, or Accounting professional;- English and computer literacy;
3	Procurement officer	1	<ul style="list-style-type: none">- Master's degree in Procurement and Supply Chain Management, Management, Business Administration, Commerce, Logistics, Economics;- Bachelor's degree in Procurement, Supply Chain Management, Management, Business Administration, Commerce, Logistics, Economics, or a related field with one (1) year of experience;- English and computer literacy;
B. ACADEMICS POSITIONS			
4	Assistant to Examination office	1	<ul style="list-style-type: none">- Bachelor's Degree in Information Management, Archive and library, Records Management, Business Administration, Education, Management, Economics or similar fields;- English and computer literacy;
5	Tutorial Assistant in Dental therapy	1	<ul style="list-style-type: none">- Bachelor's degree in Dental therapy from a recognized university, with equivalence where it is applicable;- Professional experience of one (1) year of experience minimum in Health-related will be an added advantage;- Registered with a relevant professional body;- English and computer literacy;
6	Assistant Lecturer in BDS	1	<ul style="list-style-type: none">- Master's degree in Business Management, Economics, Finance or Accounting- Having a professional certificate as CPA or have

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			<p>completed intermediate level will be an advantage</p> <ul style="list-style-type: none"> - Prior experience in higher learning teaching - Excellent communication and computer literacy - Ability to assist with curriculum delivery and support diverse learning needs. - Proficiency in using educational technologies and software. - A commitment to academic excellence and student success. - Enthusiasm for supporting faculty and students in an educational setting. - Strong organizational skills and attention to details
7	Lecture in the Faculty of Education	7	<ul style="list-style-type: none"> - PhD, or Master's degree in Physics; - PhD, or Master's degree in History; - PhD, or Master's degree in Geography; - PhD, or Master's degree in Finance, Accounting, or related fields; - PhD, or Master's degree in Entrepreneurship; - Prior experience in higher learning teaching - Excellent communication and computer literacy - Ability to assist with curriculum delivery and support diverse learning needs. - Proficiency in using educational technologies and software. - A commitment to academic excellence and student success. - Enthusiasm for supporting faculty and students in an educational setting. - Strong organizational skills and attention to details

HOW TO APPLY

Interested candidates should submit their application (*Motivation letter addressed to the Vice-chancellor, updated CV, Certified copies of Degrees, copy of ID, Proof of required working experience*) those who studied abroad should also submit their Degrees with Equivalences through e-mail to info@kp.ac.rw.

Application deadline is 17th April 2025 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 and interview.

Done at Kibogora on April 10th, 2025

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

