



East African University Rwanda.

P. O. Box 179 Nyagatare

Email: infos@eur.ac.rw

website: www.eur.ac.rw

OFFICE THE VICE CHANCELLOR

Nyagatare 10/05/2018

REF: VC/Advert/01/05/2018

EAST AFRICAN UNIVERSITY RWANDA (EAUR) VACANCY ANNOUNCEMENT

East African University Rwanda (EAUR) is a Private University accredited by the cabinet decision of 20/03/2015 working in Rwanda, Nyagatare District since 2015. It offers different programs in Business Studies, Leisure, Hotel & Tourism Management, Film Making and Film Production, Industrial Art & Design, Education (both Sciences & Arts) and Mass Communication & Journalism.

EAUR seeks to recruit high caliber, competent, high skilled and qualified staff to fill the following position from administrative and academics divisions:

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No	JOB TITTLE	Department	Duties and Responsibilities.	MINIMUM QUALIFICATION	No of positions
1.	Chef /trainer	Leisure, Tourism and Hotel Management	<ul style="list-style-type: none"> • The Chef/Trainer is responsible for all culinary training aspects of the Department. • Demonstrate excellent leadership abilities by mentoring, training and overseeing the entire culinary students. • Operate and maintain cooking equipment and teaching kitchen. • Responsible for developing lesson plans and implementing them during time of instruction. • Creating new menu items with a focus on innovation, market conditions, or new product availabilities. • Provides professional and career advice for students pursuing careers in the food service industry. • Provides regular and useful feedback to students in an objective, consistent, and timely manner; evaluates and document student performance using established methods and criteria and files course grades promptly. Maintaining flawless kitchen services. 	<ul style="list-style-type: none"> • A Diploma, Honours Degree in Culinary Arts or Pastry Associate's degree or Degree in food and beverage production or a closely related areas • Must have high volume culinary teaching class and/or practical experience of at least 2 years in lead kitchen role, (ex. chef, executive chef, sous chef,) • Experience in recipe / menu creation. Or developing a curriculum. <p>Must be extremely guest/student oriented with the highest degree of honesty and integrity.</p>	1

2.	Assistant Lecturer in Culinary Arts	Leisure, Tourism and Hotel Management	<ul style="list-style-type: none"> • The Assistant Lecturer in Culinary Arts primary duties will be teaching both practical in Professional Cookery, Foodservice and Restaurant Management, Food and Beverage Area, baking and pastry, international cuisines, butchery and charcuterie and theory classes within the Hospitality and Culinary Arts programmes. • Engage in research and scholarly activities leading to publications • Mentor and conduct student's career guidance. 	<ul style="list-style-type: none"> • An Honours Bachelors or Masters Degree (more desired) in Culinary Arts or a closely related area and three years' teaching/training experience at the university level in culinary arts, Food & Beverage operations, • Experience with a variety of cuisines and menus development • Evidence of professional affiliations, working in hospitality industry relevant to the culinary arts, restaurant management, F&B, hospitality management or teaching in the above disciplines is an added advantage. 	2
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3.	Lecturer or Ass. Lecturer - Mathematics and Physics	Education	<ul style="list-style-type: none"> • Deliver teaching and learning and undertake related activities, to lead in the development of new of new curricular and to engage in research including applicable research and /or consultancy and /or knowledge transfer. • Undertake teaching and related duties that may be allocated by Head of Department • To lead in the development of new curricular • Participate in continuous professional development. • Scholarly activities including the development of teaching and learning materials and text books. • Consultancy and other income generating activities including short courses. • Knowledge transfer to business and the community. • Carry out such related duties that may be allocated by the Head of Department/ Dean/or any other supervisor. 	<ul style="list-style-type: none"> • Masters /PhD in Mathematics - Physics or physics • At least three years of teaching experience since gaining a masters or PhD is required. • A post graduate certificate is Learning and Teaching in higher • Experience of curriculum development in higher Education • Evidence of a growing national profile in research or pedagogic innovation or the development and implementation of advances in practice in their field • Demonstrate effective interpersonal skills including communication skills in English and team working skills • Demonstrate a commitment to the University Mission, Values, principles and Strategic Priorities. 	2
	Lecturer or Assistant. Lecturer – History and Geography	Education	<p>Undertake teaching and related duties as that may be assigned /allocated Head of Department.</p> <ul style="list-style-type: none"> • To assist in the development of new curricular • Participating in continuous professional development • Undertake research that advances the discipline and or pedagogic research and or applied or/applicable research. 	<ul style="list-style-type: none"> • Masters or PhD degree in History or Geography • At least three years of teaching experience since gaining a masters or PhD is required. • Experience of curriculum development in higher Education • Evidence of a growing national profile in research or pedagogic innovation or the development and implementation of advances in practice in their field • Competence in English is required/ a must 	2

4.	Lecturer or Assistant lecturer – Chemistry and Biology	Education	<ul style="list-style-type: none"> • Deliver teaching and learning activities, to lead in the development of new of new curricular and to engage in research including applicable research and /or consultancy and /or knowledge transfer. • To lead in the development of new curricular • Participate in continuous professional development. • Scholarly activities including the development of teaching and learning materials and text books. • Consultancy and other income generating activities including short courses. • Knowledge transfer to business and the community. Carry out such related duties that may be allocated by the Head of Department/ Dean/or any other supervisor. 	<ul style="list-style-type: none"> • Masters or PhD in Chemistry and/ or Biology • At least three years of teaching experience since gaining a masters or PhD is required. • A post graduate certificate is Learning and Teaching in higher • Experience of curriculum development in higher Education • Evidence of a growing national profile in research or pedagogic innovation or the development and implementation of advances in practice in their field • Demonstrate effective interpersonal skills including communication skills in English and team working skills • Demonstrate a commitment to the University Mission, Values, principles and Strategic Priorities. 	2
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Lecturer or Assistant Lecturer in-scriptwriting and directing	Film and film production	<ul style="list-style-type: none"> ● To teach and support Film & Documentary programme and to contribute to ongoing programme development, industry engagement and research opportunities in the film school. ● Providing academic input on existing and new courses and course development; <p>Actively participate in activities necessary to the development of Film school</p>	<ul style="list-style-type: none"> ● Having a Bachelors or Masters degree in Cinema and audiovisual specialized in scriptwriting and directing. ● Excellent skills in Scriptwriting and Directing both documentary and fiction ● Must be talented in writing scripts for any of the following or a combination of films, sitcoms, television dramas, radio plays, cartoons, TV adverts, musicals etc ● Work experience in film industry as writer or / and director 2-5 years & worked at least on two productions (international production) ● Creativity & Initiative 	1
Lecturer or Assistant Lecturer - production designer	Film and film production	<ul style="list-style-type: none"> ● To teach computer design skills and computer aided modification images or produce visual designs. ● To deliver teaching and learning of Film & Moving Image Production to enhance the delivery of studio and location film production skill as well as visual concept of a film across EAUR film school. ● The successful candidate will be responsible for assisting the development and delivery of a relevant Production curriculum within a responsive film & performing arts program. 	<ul style="list-style-type: none"> ● Having a degree Bachelors or Masters or Diploma (more experience) in Cinema or/and audiovisual specialized in, Art design for film, set decoration for film, scenography and props for film, ● Drive initiative to motivate and guide students into world of film production design and screen and stage with excellent skills in art design, set construction, film scenography ● Work experience in film industry 	1

				as Art director at least between 2-5 year	
	Lecturer or Assistant Lecturer lighting		<ul style="list-style-type: none"> To operate technical lighting equipment in film production and to ensure that lighting equipments are organized and in good working conditions Assemble and plot the lighting equipments Ensure that lighting equipments are safely transported and stored . 	<ul style="list-style-type: none"> A masters, Bachelors degree or diplom in Film Excellent skills in film lighting Work experience in film industry for at least between 2- 5 years Working at least on two productions Creativity & Initiative (lighting of sets and location) 	1
	Lecturer in Business Administration	Business	<ul style="list-style-type: none"> Deliver teaching and learning and undertake related activities, to lead in the development of new of new curricular and to engage in research including applicable research and /or consultancy and /or knowledge transfer. Undertake teaching and related duties that may be allocated by Head of Department To lead in the development of new curricular Participate in continuous professional development. Scholarly activities including the development of teaching and learning materials and text books. Consultancy and other income generating activities including short courses. 	<ul style="list-style-type: none"> A PhD in Business Administration with teaching experience A post graduate certificate is Learning and Teaching in higher is an added advantage Innovation or Creativity development and implementation of advances in practice in their field Demonstrate effective interpersonal skills including communication skills in English and team working skills 	2

Assistant Lecturer Finance /Accounting	Business	<p>Undertake teaching and related duties as that may be assigned / allocated Head of Department.</p> <ul style="list-style-type: none"> • To assist in the development of new curricular • Participating in continuous professional development • Carry out such related duties that may be allocated by the Head of Department/ Dean. • And undertake at least one of the following <ul style="list-style-type: none"> -Research that advances the discipline and or pedagogic research and or applied or/applicable research. Scholarly activities including the development of teaching and learning material and the publication of text books. 	<ul style="list-style-type: none"> • Masters in finance/ accounting from recognized university • At least three years of teaching experience required. • Demonstrate effective interpersonal skills including communication skills and team working skills • Competence in English • Demonstrate a commitment to the University Mission, Values, principles and Strategic Priorities. 	2
Plumber or Electrician	Estates	<ul style="list-style-type: none"> • Installs, repairs, and maintains water pipes and other plumbing systems. • Ensure proper fixing of all breakdowns, installations, repair and maintenance meet the requirements of appropriate standards 	<ul style="list-style-type: none"> • Diploma or certificate in Plumbing or electricity engineering with at least 2 years of practical experience • Must have knowledge of the tools, equipment, and materials common to the plumbing and electricity 	1

Librarian	Education	<ul style="list-style-type: none"> • Develop and manage convenient, accessible library and information services. • Develop and maintain special indexing systems and files for special collections. • Maintain the organization of library materials. • Ensure efficient retrieval by users. • Develop and maintain cataloguing procedures. • Distribute materials for cataloguing. • Enter cataloguing data into the library's automated systems. • Process resources for placement on shelf. • File users' cards in shelf list. • Provide library services in response to the information needs of library users. • Train library users to effectively search the library catalogue, internet etc. 	<ul style="list-style-type: none"> • A Bachelors in library sciences. • Strong knowledge of the Library management system (KOHA) added advantage. • Ability to translate students needs and interests into effective library services and programs. • Knowledge of current trends in library services for staff and students. • Knowledge of standard library procedures, current information technology, internet and database search capabilities. • Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations. • Able to learn and stay current with emerging technology, including digital media. • Must be able to speak distinctly to large groups and available to work evenings and weekends when needed. 	1
Biology, Chemistry Lab attendant		<ul style="list-style-type: none"> • To assist teaching staff in their lab work such as setting up lab equipment, conduct tests and preparing chemical solutions. • Monitoring chemical processes and testing products as part of quality assurance 	Degree or a Diploma in applied science or chemical, Biology and physics or biology- chemistry	2

Application Procedures

Interested candidates with career aspirations that match these opportunities should submit the following documents at the Reception of East African University Rwanda (EAUR) not later than 10th June 2018 at 5:00pm or/and sent soft copy to infos@eur.ac.rw

1. Application letter (including daytime telephone, a working email address,
2. Curriculum Vitae;
3. Copy of Degrees and/or certificates and transcripts
4. Copy of Identity card or passport

Note: EAUR is an equal opportunity and affirmative action employer and encourages applications from women.

Only short-listed candidates will be contacted.

Done at Nyagatare

On 10th May 2018

Vice Chancellor

Prof. Joseph Gahama

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