

### VACANCY ANNOUNCEMENT

The Management of Higher Education Council(HEC) seeks to recruit competent permanent staff to fill the vacant positions as follows:

<b>Job position</b>	<b>Duties and responsibilities</b>	<b>Job Profiles</b>	<b>Number of jobs</b>
Accreditation Specialist	<ol style="list-style-type: none"> <li>1. Advise to all matters related to Institution Licensing &amp; Accreditation in Higher Education;</li> <li>2. Contribute to the development and review of standards for accrediting institutions of Higher Learning and educational standards of institutions of Higher learning;</li> <li>3. Plan and organize the activities related to accreditation of a new Private Institution of Higher Learning, Upgrading the level of Teaching, Opening a new branch campus, a College, a School, a Faculty or an Affiliated Research Institute and new academic programs;</li> <li>4. Contribute to monitoring in the implementation of Rwanda Education law, Rwanda Qualification Framework and the established Norms and Standards;</li> <li>5. Ensure that the Code of Practice, Regulations and guidelines related to institutional licensing and accreditations are timely reviewed and updated;</li> <li>6. Conduct the assessment and verification on compliance to admission and graduation criteria;</li> </ol>	<p><b><u>Minimum Qualification</u></b></p> <p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration, Educational Leadership &amp; Administration or Educational Leadership &amp; Management with three (3) years of relevant working experience;</p> <p>Master's degree in education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration/Leadership with one (1) year of relevant working experience.</p> <p><b><u>Required Competencies and Key Technical Skills</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge and understanding of the education sector;</li> <li>- Resource management skills;</li> <li>- Analytical skills;</li> </ul>	1



	<p>7. Provide Support in the preparation, organization of training and workshop for capacity enhancement in Accreditation and Licensing;</p> <p>8. Prepare monthly, Quarterly and Annually reports regarding the Institutional Licensing &amp; Accreditation activities;</p> <p>9. Perform any other duties assigned by his or her supervisor.</p>	<ul style="list-style-type: none"> <li>- Problem solving skills;</li> <li>- Decision making skills;</li> <li>- Time management skills;</li> <li>- Risk management skills;</li> <li>- Results oriented;</li> <li>- Digital literacy skills;</li> <li>- Fluency in Kinyarwanda, English and/or French.</li> </ul> <p>Knowledge of all is an added advantage.</p>	
Procurement Officer	<p>1. Collect and organize information on tenders to be issued in a given Financial year;</p> <p>2. Participate in the planning and budgeting process of the Institution;</p> <p>3. Prepare the annual procurement plan and submit the procurement plan to management for approval;</p> <p>4. Provide technical advice to Director General on the procurement procedures to ensure compliance to public procurement laws and regulations;</p> <p>5. Make a follow up on the submission of the procurement plan to RPPA and its publication on the institution's website;</p> <p>6. Make follow up on the timely preparation of technical specifications/TORs for goods, services to be procured;</p> <p>7. Prepare of tender documents;</p> <p>8. Produce tender notices and publications;</p> <p>9. Distribute tender documents and receive bids;</p> <p>10. Organize the opening and evaluation of bids;</p> <p>11. Prepare notification letters for bidders and recommend contract awards and participate in contract negotiation;</p>	<p><b><u>Minimum qualification</u></b></p> <p>Bachelor's Degree in Procurement or Purchasing and Supply Chain Management. Recognized procurement professional certification is an added advantage.</p> <p>A holder of a Degree in Management, Accounting, Law, Public Finance, Economics or Civil Engineering with a professional certification such as: Chartered Institute of Procurement and Supply (CIPS), Certified International Procurement Professional (CIPP), Certified International Advanced Procurement Professional (CIAPP) or any other recognized procurement professional certification is eligible.</p> <p>A transition period for professional certification requirement is three (3) years starting from 01<sup>st</sup> January 2021. However, a new entrant without the required professional certification for a given job position shall not be eligible, one (1) year before the expiration of the transition period.</p> <p><b><u>Required competencies and Key technical skills</u></b></p> <ul style="list-style-type: none"> <li>- Understanding of public procurement laws and procedures;</li> </ul>	1





<p>12. Provide information/ support documents for contract drafting to the Legal affairs;</p> <p>13. Follow-up of contract execution and completion in collaboration with the user departments/Division and Directorates;</p> <p>14. Prepare certificates of completion for suppliers;</p> <p>15. Serve as Secretary to the institution tender committee;</p> <p>16. Provide technical guidance to the Public internal tender committee and receiving committee;</p> <p>17. Produce and submit timely monthly report to RPPA on procurement plan progress;</p> <p>18. Produce procurement reports as required by a funding Institution or donors;</p> <p>19. Facilitate Procurement Audit;</p> <p>20. Ensure a proper and safe filling system for procurement information;</p> <p>21. Submit weekly, monthly and quarterly reports to the supervisor regarding the activities related to procurement;</p> <p>22. Perform any other duties assigned by his/her supervisor.</p>	<ul style="list-style-type: none"> <li>- Experience of working with E-government, procurement system or other procurement software;</li> <li>- Knowledge of procurement techniques as well as in market practices;</li> <li>- Resource management skills;</li> <li>- Analytical skills;</li> <li>- Problem solving skills;</li> <li>- Decision making skills;</li> <li>- Time management skills;</li> <li>- Risk management skills;</li> <li>- Results oriented;</li> <li>- Digital literacy skills;</li> <li>- Fluency in Kinyarwanda, English and/or French. Knowledge of all is an added advantage.</li> </ul>	
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Interested candidates should submit their applications through [e-recruitment@mifotra.gov.rw](mailto:e-recruitment@mifotra.gov.rw) /Rwanda Civil Service Portal. The detailed advertisement is also found on Higher Education Council (HEC) website: <http://www.hec.gov.rw>.

**Done at Kigali, on 01/03/2024**

*Mukankomeje*  
**Dr. ROSE MUKANKOMEJE**  
 Director General



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