



# PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)

## OFFICE OF THE VICE CHANCELLOR

P.O. Box 619 Butare Rwanda- Phone: (+ 250)788310 811 Web site: [www.piass.ac.rw](http://www.piass.ac.rw) Email: [vice.chancellor@piass.ac.rw](mailto:vice.chancellor@piass.ac.rw)

### RECRUITMENT OF FACULTY ADMINISTRATIVE ASSISTANTS

The Protestant Institute of Arts and Social Sciences (PIASS) would like to recruit three Administrative Assistants respectively for the faculties of (a) Education, (b) Development Studies and (c) Theology and Religious Studies. These three positions are special offers to PIASS graduates from the above three faculties. Candidates should fulfil the following conditions:

#### 1. Applicant profile

- To be graduates from one of the above three faculties/PIASS Alumni
- Holder of at least Bachelor's degree with honours, second class upper division/ distinction
- Excellent Communication skills (both writing and speaking) in English and Kinyarwanda. A third language like French shall be an added value
- Excellent command of ICT tools ( internet, Microsoft Word & Excel, PowerPoint, Social media)
- Good morality with Christian values such as love, integrity, sociability, respect of others, hardworking and determination
- Ability to work in a team
- Reporting skills
- Excellent organisational skills and time management

#### 2. Main duties and responsibilities

The Administrative Assistant of the Faculty shall be exclusively dedicated to that post to accomplish the following duties:

- Preparing the faculty council meetings;
- Coordinating activities of the Faculty in the Dean's office;
- Dealing with the correspondence received and sent by the Dean ;
- Managing the audiences and appointments of the Dean and other faculty lecturers
- Receiving and orienting students inquiries
- Receiving and filing different reports from the departments (attendance lists, deliberation reports, timetable, teaching progress, etc);
- Regular collaboration with the Heads of Departments
- Preparing different reports upon requests;
- Preparing students' transcripts and other administrative documents upon requests;
- Reporting to the faculty council meetings;
- Managing the information and communication within the faculty;

- Monitoring/ managing faculty teaching materials and assets;
- Carrying out any other duty in connection with his/her attributions as may be assigned to him/her by the Dean.

### **3. Application documents and procedures**

- A detailed Curriculum Vitae with three reference persons
- Certified copy of degree and transcripts of the last two years / levels
- Copy of National ID card
- Church recommendation (Applicants for the FTRS Administrative Assistant)
- Any other relevant Document

N:B: The application letter will be addressed to the Vice Chancellor of PIASS and a complete file will be deposited at the Rectorate Secretariat not later than 31<sup>st</sup> July 2019 at 5:30 PM

Done at Huye, July 16<sup>th</sup>, 2019



**Rev. Prof. Elisée MUSEMAKWEI**  
**Vice Chancellor of PIASS**

