



OFFICE OF THE COORDINATOR

**JOB ANNOUNCEMENT FOR THE POSITION OF WEBMASTER AND IT OFFICER UNDER
AFRICAN CENTER OF EXCELLENCE IN INTERNET OF THINGS**

1. INTRODUCTION

The University of Rwanda is public institution of higher learning committed to support the development of the country through the generation and advancement of knowledge and innovation among other core activities. It is in this regards that the University of Rwanda through It's Single Project Implementation Unit (SPIU) wishes to recruit competent and qualified staff to occupy the position of **Webmaster and IT Officer** for implementation of the Eastern and Southern African High Education Center of excellence in Internet of Things (ACEIoT) funded by World Bank.

POSITION: WEBMASTER AND IT OFFICER

2. ROLES AND RESPONSIBILITIES

- Responsible for the design of the center web pages, including graphics, animation and functionality.
- Develop web page infrastructure and application related to pages with more advanced graphics and features;
- Update site content and structure, in collaboration with the center project teams
- Monitor web server and site technical performance, including content, links, order flows, registration flows and transaction logs;
- Develop and implement search engine optimization strategies.
- Managing, upgrading, and maintaining hardware and software;
- Ensure database standards and procedures are in place including recovery aspects of database;
- Ensure that storage and archiving procedures are functioning correctly
- Provide required support in IT related procurement process including developing technical specification and verification and approval of purchasing of IT equipment;
- Taking part in development of IT related tender documents and their evaluation
- To produce communications and promotional materials,
- To organise promotional materials and exhibition materials as required.
- To develop the center branding guidelines and promote adherence to them in all communications
- To design and produce print, digital, and multimedia materials;
- Developing and executing communication strategies
- Managing the center's website, social media accounts, and online reputation
- Provide automation for some manual services

- Engineering with at least 6 years of work experience on the same or related position or having a Master's degree in the above fields with at least 2 years of work experience;
- Working knowledge of relevant operating systems, software and programming
- Excellent problem-solving and critical thinking skills
- Good organization, time management and prioritization
- Efficient troubleshooting abilities
- Effective communication skills, including speaking, writing and active listening
- Great customer service and interpersonal skills
- Having experience in working with projects is an added advantage
- Solid organizational skills, including attention to detail, multi-tasking, and time-management.
- Sound knowledge of networking, website designing, graphic design software, Microsoft Office applications including MS Excel, Power point and internet is mandatory.
- Proven excellent technical oral, written, and editing abilities; ability to present and write influentially for multiple audiences
- Strong analytical skills and ability to deal with complex issues in a clear and practical manner.
- Excellent oral and written communication in English.

1. APPLICATION PROCEDURE

Interested and qualified candidates should submit their applications online to the following link: <https://forms.gle/YYqh6WFh8JAeTPQFA> The applicant must submit the following documents all in one PDF document:

1. An application letter addressed to UR/SPIU Coordinator.
2. A detailed Curriculum Vitae
3. Copy of academic degree(s), and Certificates of any relevant professional training
4. Proof of previous working experience
5. Copy of National Identity and/or passport or equivalent identity card
6. Copy of proof of relevant experience.

The deadline for submission of the application is set on: 18/09/2024. Only shortlisted candidates will be invited to sit for the written and oral test.

Done at Kigali on 11/09/2024



Dr. Michael MUGISHA, MPH, PhD

Acting Coordinator

Single Projects Implementation Unit (SPIU)

University of Rwanda.