



**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
Email: vice.chancellor@piass.ac.rw, fathebu@yahoo.fr*

Job Vacancy Announcement

The Protestant Institute of Arts and Social Sciences (PIASS) would like to recruit a highly competent and motivated candidate for the administrative assistant position at Karongi Campus.

1. Applicant Profile

- Holder of at least a Bachelor's degree with honors (any field).
- 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 (Management Information System (MIS), Internet, Microsoft Office, and Social media).
- Good morality with Christian values of love, integrity, sociability, respect of others, hardworking and determination.
- Ability to work in a team with a minimum of supervision.
- Having an experience of 1 year and above.

2. The administrative Assistant at Karongi Campus will assist in;

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

- Providing administrative support to the Karongi campus coordinator and academic teaching staff.
- Prepare and proofread correspondence, reports, and other documents.
- Organizing and scheduling appointments and meetings.
- Organize travel arrangements.
- Provide services to students.
- Answer students' queries.
- Direct the Campus' visitors.
- Prepare examination timetables for students and teaching staff.
- Receive, check, and store confidential examination materials.
- Record and keep students' marks.
- Deal with emergencies or irregularities.
- Prepare timetables for dissertation defense.
- Make seating arrangements for students for different examinations.



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- Prepare progressive and annual reports of Campus activities.
- Perform other duties assigned by the supervisor.

3. Application documents

Interested Applicants should send the following documents;

- Application letter addressed to the Vice Chancellor of PIASS
- A detailed Curriculum Vitae with three reference persons
- Certified copy of degree
- Copy of National ID card
- Any other relevant Document

Applications must be sent to fathebu@yahoo.fr by **December 15, 2022, at 5:00 pm.**

Shortlisted candidates will be contacted for the exam, which will take place at Huye Campus on **December 19, 2022, at 9:00 am.**

Done at Huye, December 2, 2022

Prof. Dr. Penine Uwimbabazi

The Vice Chancellor of PIASS

