



INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGERI

B.P. 155, Ruhengeri, Rwanda

Mob : +250 788 90 30 30, +250 788 90 30 32, W : www.ines.ac.rw, E : info@ines.ac.rw

JOB OPPORTUNITY

Institut d'Enseignement Supérieur de Ruhengeri (INES-Ruhengeri) is calling for applications for the following vacant administrative position:

POSITION: DIRECTOR OF QUALITY ASSURANCE

- Available position: **One (1)**
- Supervising Organ: The Deputy Vice-Chancellor of Academics and Research

Key roles and responsibilities

- Develop, implement, and monitor institutional quality assurance policies, strategies, and frameworks.
- Coordinate internal and external quality audits and ensure compliance with HEC (Higher Education Council) and other regulatory bodies.
- Oversee program accreditation, curriculum review, and quality evaluation processes.
- Guide faculties, departments, and administrative units on quality assurance standards and practices.
- Collect, analyze, and report institutional data on academic quality, research outcomes, and service delivery.
- Organize training workshops and awareness programs to strengthen quality culture within INES-Ruhengeri.
- Advise senior management on quality assurance issues and recommend improvements.
- Compile teaching, study tools, and other instructional materials, select appropriate textbooks and other literature sources, support teaching assistants, and conduct laboratory and/or fieldwork.
- Assist in designing, implementing, and evaluating effective teaching programs.
- Contribute to the sharpening of knowledge through academic and scientific research and consultancy activities, regular publications, workshops, etc., and
- Participate in community service activities.



Qualifications and Experiences

- PhD in Education, Quality Assurance, Higher Education Management, or a related field.
- At least 3 years of relevant experience in higher education quality assurance, accreditation, or academic administration.
- Strong knowledge of national and international higher education standards and frameworks.
- Proven leadership, communication, and interpersonal skills.
- Experience in developing policies, managing audits, and leading institutional self-assessment.
- High integrity, analytical thinking, and commitment to academic excellence.
- Having a background in Education in his/her undergraduate studies;
- Demonstrated ability to use a variety of active and student-centered teaching methods;
- Working knowledge of word-processing software, email, and computer-integrated systems;

Skills and Competences

- Proven experience in leadership and team management;
- Fluency in English
- Strategic planning and organizational development.
- Research and analytical skills.
- Ability to work collaboratively with diverse stakeholders.
- Strong report-writing and presentation skills.
- Demonstrated track record of successful teaching and leadership experience in any world language.
- Excellent interpersonal, facilitation, and communication skills;
- Valid teaching credential experience;
- Sensitivity in meeting the needs of an international student body;
- Experience in a similar international and/or regional environment is an advantage.
- Ability to work independently and safeguard confidential information, and
- Display calmness under pressure and have a sense of humor.



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Note

1. Only qualified applicants will be selected for the interview.
2. Incomplete files will not be considered.
3. Local and international candidates are welcome, with priority for females.

How to apply

Detailed Curriculum Vitae with proof of the required professional experience, certified copies of degrees within equivalences (if applicable) and transcripts, a copy of the national identity card or passport, certificates, and any other useful document with an application letter addressed to the Vice-Chancellor of INES-Ruhengeri. All documents must be submitted electronically via <https://digitalcampus.ines.ac.rw/recruitment/> no later than **20th September 2025**, at **05:00 PM**.

Done at Musanze, on 8th September 2025.



Fr. Dr. BARIBESHYA Jean Bosco
Vice-Chancellor