



JOB OPPORTUNITIES

Ruhengeri Institute of Higher Education (INES-Ruhengeri) is calling for applications for the following vacant positions:

POSITION 1: DIRECTOR OF THE LIBRARY

- Available Position: **One (1)**
- Supervising Organ: Deputy Vice-Chancellor of Academics and Research (DVCAR) of INES-Ruhengeri
- Duration: Two (2) years renewable upon the employee's performance

Key roles and responsibilities

- To assist the Deputy Vice-Chancellor of Academics and Research with the operation and management of the Library at INES-Ruhengeri
- To regularly coordinate all services of the library including the supervision, the review, and the evaluation of the performance of library activities and staff, providing necessary and appropriate consultation and advice;
- To maintain and create new partnerships between the Library of INES-Ruhengeri with international physical and online libraries;
- To create and maintain domestic and abroad University Libraries, creating a synergetic collaboration;
- To propose the establishment, and improvement of the library of INES-Ruhengeri, i.e., location and material needs in consultation with the Deputy Vice-Chancellor of Administration and Finance;
- To make proposals for the acquisition of scientific works closely with the Committee of the Library;
- To generalize and digitalize the use of the digital instrument in the management of the library and regularly evaluate their efficacy;
- To maintain digital and hardcopies of the reports or service resources, and to exhibit them every time it is required;
- To organize and manage the training of staff and students on the use of Library materials; and
- To market the Library of INES-Ruhengeri.

Education and Experience:

- Ph.D. or Master's Degree in Library/Information Science from a recognized institution;
- Five (5) years of progressively responsible professional librarian and managerial experience, within a college or university library is an added value;
- Preference will be given to candidates with experience at smaller universities who understand the dual demands of a working librarian and director;
- Demonstrated budget management and effective stewardship of resources.



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Qualifications:

- Demonstrate knowledge of current and emerging technologies in library services, information technology, and information literacy.
- Ability to leverage new technologies to develop a vision and new strategies to support changing student needs.
- Experience in meeting the diverse needs of stakeholders.
- Strong collaborative and communication skills
- Demonstrated understanding of program and service trends that support academic success.
- Willingness to support and advance the Department of Library Services, Information Technology, and Information Literacy in teaching activities.

Skills and Competences

- Proven experience in leadership, and team management;
- Fluency in both English and French;
- Ability to establish effective relationships with staff, students, interns, and researchers from abroad;
- Outstanding communication skills; reflective and critical thinking approach and;
- Display calmness under pressure and have a sense of humor.

Note: Local and international candidates are welcome, with priority for females.

How to apply

Detailed Curriculum Vitae with proof of required working experience, certified copies of the degrees, a copy of national identity card or passport, certificates, and any other useful documents with an Application Letter addressed to the Vice-Chancellor of INES-Ruhengeri should be submitted electronically, in **one (1) single pdf file** via info@ines.ac.rw with a copy to hr@ines.ac.rw or physically via the Central Secretariat of INES-Ruhengeri not later than **June 17, 2023, at 00:00 AM**.

Done at Musanze, on May 24, 2023

Fr. Dr. BARIBESHYA Jean Bosco
Vice-Chancellor