

Job Vacancy Announcement

Academic & Admissions Administration Officer

United African Institute of Technology (UAIT) is seeking a qualified and motivated Rwandan national to join our administrative team as an Academic & Admissions Administration Officer. This position plays a key role in supporting academic operations and student admissions processes at UAIT.

1. Position Information

- Position Title: Academic & Admissions Administration Officer
- Duty Station: UAIT Campus, Rwanda
- Employment Type: Full-time
- Reporting To: Office of Academic Affairs / Admissions Office

2. Key Responsibilities

*Academic Administration

- Support student registration, enrollment, and academic record management
- Maintain and update student databases and academic files
- Assist in examination coordination, results processing, and certification procedures
- Communicate academic policies and procedures to students and faculty
- Support preparation of reports required by RTB and other regulatory bodies

*Admissions Administration

- Manage student admission applications and documentation
- Provide accurate information to prospective students regarding programs and admission requirements
- Coordinate admission schedules, interviews, and enrollment confirmations
- Maintain admission records and statistics

*General Administrative Support

- Coordinate with academic departments and administrative offices
- Support official correspondence and document preparation
- Assist in organizing academic calendars, meetings, and orientation programs

3. Required Qualifications

- Bachelor's degree from a recognized university (Education, Business Administration, Management, Public Administration, or related fields preferred)
- Basic knowledge or prior experience in university academic administration or admissions processes
- Proficiency in English (written and spoken); knowledge of Kinyarwanda is required

- Computer literacy (MS Word, Excel, email, basic data management systems)
- Ability to handle confidential academic and student information responsibly

4. Preferred Qualifications (Asset)

- Previous work experience in a university, college, or TVET institution
- Familiarity with RTB-accredited programs or higher education regulatory procedures in Rwanda
- Strong organizational and communication skills

5. Required Documents

Applicants should submit the following documents:

1. Application Letter
2. Curriculum Vitae (CV) with at least two referees
3. Copy of Bachelor's Degree certificate
4. Copy of Academic Transcript(s)
5. Copy of National ID or Passport
6. Recommendation letter(s) (optional but an added advantage)
7. Personal Statement & Motivation Essay (A4 one page maximum)

6. Application Timeline

- Application Deadline: 04 January 2026
- Interview Date: 07 January 2026 (Wednesday)
- Notification of Successful Candidate(s): 09 January 2026 (Friday) (*individual notification*)

7. Application Submission

- Submit your application electronically in one PDF file.
- Email subject line: Application – Academic & Admissions Administration Officer
- Email: kwonhp104@gmail.com
- Contact: 0788 237349

8. Equal Opportunity Statement

UAIT is an equal opportunity employer. Qualified female candidates are strongly encouraged to apply.

United African Institute of Technology