



A fully accredited/chartered University by The Government of Rwanda

Website: [www.uok.ac.rw](http://www.uok.ac.rw) / Email: [universityofkigali@uok.ac.rw](mailto:universityofkigali@uok.ac.rw)

P.O BOX 2611, Kigali-Rwanda

Tel: + 250 788303386/+250789009221/ +250788303385

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## **JOB ADVERT**

***University of Kigali is Seeking the Head of International Students' Office***

**Reports To: Dean of Students**

The University of Kigali (UoK) is a fully accredited and chartered private institution of higher learning in Rwanda, established in October 2013. From a modest beginning with just 35 students, UoK has grown into a dynamic academic hub with over 8,000 students from more than 33 countries across Africa, Asia, and Europe. This growth reflects our commitment to internationalization, academic excellence, and innovation.

With two campuses, our main campus in Kacyiru, Gasabo District, and a second in Musanze District, UoK offers a wide range of undergraduate, graduate, and professional programs through six specialized schools: Business Management and Economics, Computing and Information Technology, Education, Law, Professional and Executive Programs, and the Graduate School.

UoK maintains strong partnerships with leading universities and institutions across Kenya, Ghana, India, South Africa, Cyprus, Germany, Italy, Canada, the UK, Poland, and beyond. Through international exchange programs, including Erasmus and Erasmus+, our students gain global exposure, diverse learning experiences, and enhanced employability.

Since its inception, the University has remained focused on producing a skilled workforce that meets the evolving demands of the labour market and contributes meaningfully to national development.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Ensures the achievement of university established goals and objectives for enrollment of international students by developing and administering a comprehensive student program which includes the development of a calendar of activities and events, development of publications and correspondence, acquisition of student names from referral agencies, and communication with overseas agencies and organizations which supply information to prospective students.



2. Ensures that international student applications and admissions are processed promptly and properly by developing international student application forms, developing procedures for the processing of international student applications, and determining the eligibility of international students for enrollment through the evaluation of foreign transcripts and test scores in accordance with the guidelines of the University and HEC, including evaluating transfer credit for course work completed at foreign colleges/universities, assessing English language proficiency, and evaluating financial support documentation provided by international applicants in response to established guidelines.
3. Assists international students, faculty, and staff regarding compliance with the University policies and procedures by serving as a liaison between the students and the management
4. Promotes intercultural awareness within the University and the local community by assisting with planning (Event Management and conducting meetings) and coordination of special cultural events and activities involving international students.
5. Facilitates the academic and personal success of international students by assisting them in effectively utilizing the resources of the University and providing leadership for the content and administration of the international student orientation.
6. Oversees the provision of assistance to departments, faculty, staff, scholars, and students on a broad spectrum of immigration, visa, and employment issues, including providing assistance to scholars and their dependents in obtaining and maintaining appropriate non-immigrant status and work authorization.
7. Utilizes internal legal counsel for immigration matters when appropriate.
8. Supports University of Kigali by representing the Division on committees which address international enrollments and globalization initiatives and assisting in the development of enrollment goals for international students.
9. Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
10. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses required.



11. Contributes to the overall success of International Programs by advising and assisting the Academic Registrar in matters regarding international students and performing all other essential duties and responsibilities as assigned.

12. Ensure all international students have valid medical insurances.

### **Qualifications and professional experience**

1. Master's Degree: Preferred in International Business, Business Administration Public, Masters of art in public policy and management Relations or a related field.
2. Must be Trilingual; fluent in English, French and Swahili is a requirement
3. Minimum of 3 years of experience in working with university international students of any other reputable organization
4. Significant experience in a leadership role, managing teams and immigration services.
5. Ability to create compelling messages and communicate effectively with diverse audiences.

### **Key Competencies**

- Student-centered approach with strong mentoring and support skills.
- Ability to build relationships across diverse cultures and backgrounds.
- Strategic thinking and ability to execute initiatives that enhance internationalization.
- Integrity, professionalism, and adaptability.

### **Application Requirements:**

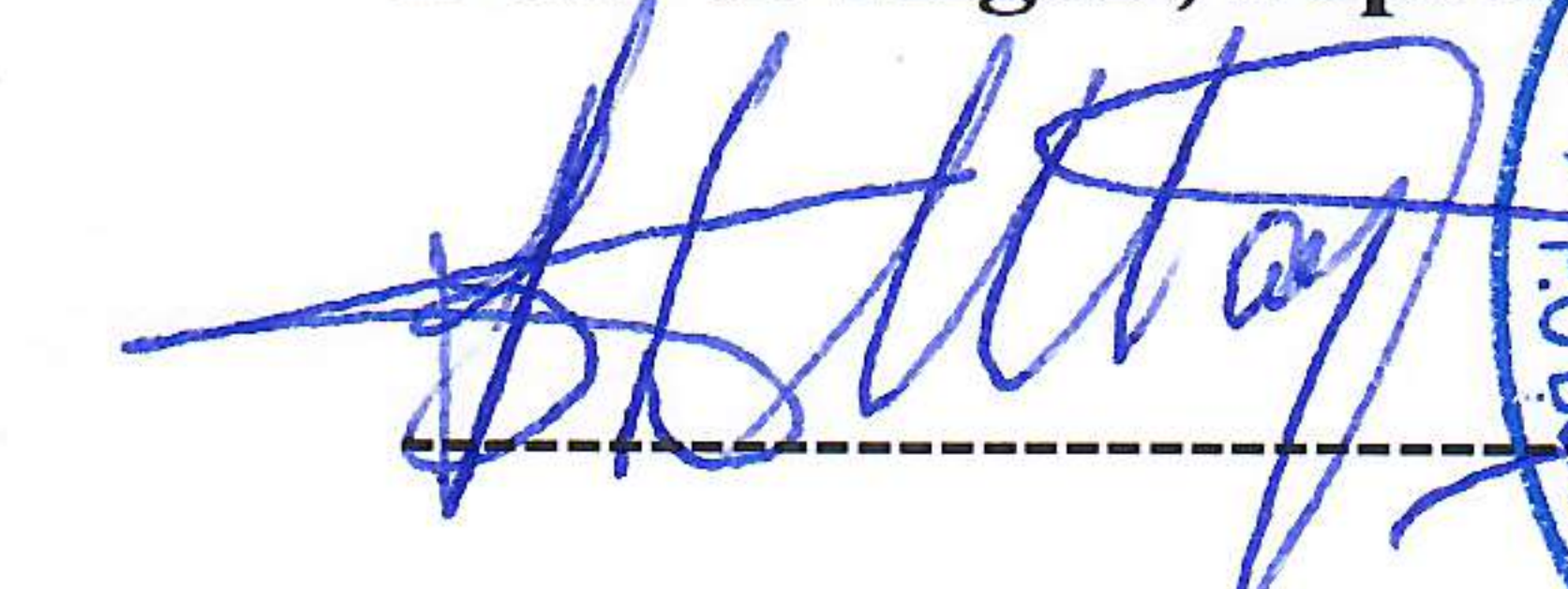
Your application should include relevant documents and details showcasing your qualifications and experience:

- ✓ A cover letter summarizing relevant experience in the position;
- ✓ A comprehensive CV;
- ✓ Certified copies of Academic Certificates;
- ✓ Names, e-mail addresses and telephone details of three referees whom we have permission to contact;

All applications should be addressed to the Vice Chancellor and submitted to [recruitment@uok.ac.rw](mailto:recruitment@uok.ac.rw) not later than **19<sup>th</sup> September, 2025**. Hard copies will not be considered.

No application will be considered after the closing date. Only qualified candidates will be contacted.

Done at Kigali, September, 12<sup>th</sup> 2025

  
for. **Prof. George Kimathi**  
**Vice - Chancellor**

