



OFFICE OF THE COORDINATOR

**JOB ANNOUNCEMENT FOR THE POSITION OF IT AND COMMUNICATION
OFFICER (UNDER THE PROJECT: AI AND IOT APPLIED RESEARCH
COMMERCIALIZATION THROUGH INCUBATION AND INNOVATION HUB)**

1. INTRODUCTION

The University of Rwanda through the African Center of Excellence in Internet of Things has secured a grant to implement the project entitled "IoT and AI Applied Research Results Commercialization Through Incubation Hub".

The project is funded by Research and Innovation Systems for Africa (RISA), a program of the UK Foreign, Commonwealth & Development Office that aims to strengthen research and innovation ecosystems in Africa.

The project aims at establishing an IoT and AI based applied research incubator/accelerator, which will facilitate the transfer of applied research prototypes and knowledge from IoT lab to market and commercialization through academia-industry collaboration.

The main objective of the project is to provide the required resources infrastructure and knowledge through professional training to incubates and link them to industry for job opportunities as well as to create start-ups or develop new solutions which address societal challenges and reduce poverty.

The project intends to facilitate the technology transfer from the University to the industries, providing to incubates technical and entrepreneurship support in terms of knowledge and resources in order to transform their research into viable ventures for commercialization and creating new start-ups.

The project planned to recruit an IT and Communication officer who will provide support in IT, web development and branding activities for the project and the ACEIoT which is the hosting Center.

2. ROLES AND RESPONSIBILITIES

- Responsible for the design of the center/project web pages, including graphics, animation, and functionality.
- Develop web page infrastructure and application related to pages with more advanced graphics and features;
- Managing the center's website, social media accounts, and online reputation
- Update site content and structure, in collaboration with the center project teams

- Monitor web server and site technical performance, including content, links, order flows, registration flows and transaction logs;
- Develop and implement search engine optimization strategies;
- Managing, upgrading, and maintaining hardware and software;
- Ensure that storage and archiving procedures are functioning correctly
- Provide required support in IT related procurement process including developing technical specification and verification and approval of purchasing of IT equipment;
- Taking part in development of IT related tender documents and their evaluation
- To produce communications and promotional materials,
- To organize promotional materials and exhibition materials as required.
- To develop the center/project branding guidelines and promote adherence to them in all communications
- To design and produce print, digital, and multimedia materials;
- Developing and executing communication strategies

3. REQUIRED SKILLS AND QUALIFICATIONS

- Bachelor's degree in Information Technology, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or related discipline with at least 6 years of work experience or Master's degree in the above fields with at least 2 years of work experience;
- Sound knowledge of networking, website designing, Microsoft Office applications including MS Excel, Power point and internet is mandatory.
- Ability to work well with others in team environments, build consensus and drive change
- Able to work in a deadline driven/results orientated atmosphere
- Able to manage and motivate teams to achieve targets and to achieve organizational change.
- Posses' leadership personality, and able to take on and solve problems quickly and efficiently
- Working knowledge of relevant operating systems, software and programming
- Excellent problem-solving and critical thinking skills
- Good organization, time management and prioritization
- Efficient troubleshooting abilities
- Effective communication skills, including speaking, writing and active listening
Great customer service and interpersonal skills
- Having experience in working with projects is an added advantage
- Solid organizational skills, including attention to detail, multi-tasking, and time-management.
- Excellent oral and written communication in English.

4. APPLICATION PROCEDURE

Interested and qualified candidates should submit their applications online to the following link: <https://forms.gle/PgVUMz8paTrgXV4y9> The applicant must submit the following documents all in one PDF document:

1. An application letter addressed to UR/SPIU Coordinator.
2. A detailed Curriculum Vitae
3. Copy of academic degree(s), and Certificates of any relevant professional training
4. Proof of previous working experience
5. Copy of National Identity and/or passport or equivalent identity card
6. Copy of proof of relevant experience.

The deadline for submission of the application is set on: 23/5/ 2024. Only shortlisted candidates will be invited to sit for the written and oral test.

Done at Kigali on 16/5/2024



Immaculate BUGINGO
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