



PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)

OFFICE OF THE VICE CHANCELLOR

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RECRUITMENT OF PIASS CHAPLAIN AND DEAN OF STUDENTS

Protestant Institute of Arts and Social Sciences (PIASS) is announcing that the post of **Chaplain and Dean of Students** is vacant. Candidates are invited to apply for this job by **February 19, 2018**, at 5 PM latest. Applications have to be brought in the Office of the Vice Chancellor from 08:30 am to 5pm during working days. Shortlisted candidates will be informed and communicated about the date of a written exam and interview.

1. **Vacant Position: Chaplain and Dean of Students**
2. **Terms of Reference**

The Chaplain and Dean of Students shall have the following duties:

- Conceiving any policy likely to ensure a mood of serenity within the students' community
- Administer rationally, in collaboration with the Unit of Assets Management, buildings, furniture, equipment and materials put at the students' disposal.
- Organizing and coordinating all spiritual activities within PIASS
- Serving as a link between students and PIASS authorities as regards the students' welfare.
- Planning and Organizing Sport, Cultural and Student Activities
- Addressing problems of disabled students and students with specific problems
- Providing international students with assistance.
- Checking the observance of rules of conduct in residences according to the regulations related to PIASS Assets at students' disposal.
- Contributing to the improvement of mechanisms of information, admission and orientation of students at PIASS
- Facilitating academic integration of new students
- Dealing with issues related to repetition, reorientation, suspensions, students' appeals and gender based issues

3. Profile

- Holding a Masters' Degree in Social Sciences
- Being a Pastor from PIASS Member Church with a Theological Background from a Recognized institution
- Must not combine PIASS duties with Church Responsibilities
- Being able to work in a multicultural and ecumenical environment
- Having experience in organizing social groups especially young people.
- Being able to work in an academic environment
- Being available to start working from the beginning of March

4. Required Skills

- Being able to communicate fluently in Kinyarwanda, English, French and the knowledge of Kiswahili will be an added value.
- Having counseling skills
- Being open-minded
- Being innovative and Creative
- Having a wide knowledge on Rwandan society.

5. Documents to Submit:

- Application letter addressed to the Vice Chancellor
- Detailed Curriculum Vitae with three reference persons
- Copy of certified degrees and the academic transcripts of the two last years
- A PIASS Member Church recommendation

N.B: The Application file must be deposited at the office of the Vice chancellor not later than 19/02/2018 at 5 PM.

Done at Huye, February 7th, 2018

Vice Chancellor of PIASS
Rev. Prof. Dr Elisée MUSEMAKWELI

