



## Call for Application to be considered Subject Experts for the Higher Education Council

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**Publication date: 24<sup>th</sup> April 2026**

**Deadline of submission: 30<sup>th</sup> June 2026**

### **1. Background**

The Higher Education Council is a government regulatory agency in charge of the higher education institutions, established by the Presidential order nor Article 6 of the Presidential Order N° 081/01 of 28/08/2020.

Article 6 of the Presidential Order N° 081/01 Of 28/08/2020 establishing the Higher Education Council stipulates that HEC responsibilities include, among others, approving curricula and academic programs of institutions of higher learning and preparing educational standards of the institutions of higher learning, monitoring the implementation of standards in Higher Learning Institutions, monitoring the quality of research conducted in institutions of higher learning.

In view of the legal provisions, to fulfil its responsibilities, HEC undertakes different activities including but not limited to institutional audits, subject reviews, assessment for accreditation of new higher learning institutions and academic programs, development of various higher education policies and guidelines etc. Thus, HEC uses the Database of Experts with different areas of specializations to deliver on its mandate. The existing database of the Experts needs to be updated to respond to growing volume of applications and the emergence of programs requiring rare skills.

### **2.0 Roles and Responsibilities of the Subject Experts**

This call for subject experts is to solicit applicants with expertise in the respective areas of specialization to undertake the tasks under HEC mandate as given below.

- Assessment for accreditation of a new private higher learning institution and new academic programs
- Review for approval of the revised academic programs
- Subject review of the academic programs
- Institutional audit of the higher learning institutions
- Assessment on the use of ICT in teaching, learning and assessment
- Assessment of the delivery of the students' industrial attachment
- Development of benchmarks and national competence standards for different programmes
- Assessment for compliance with the admission requirements
- Assessment on the implementation of Rwanda Qualifications Framework
- Assessment for ranking and performance of the higher learning institutions
- Graduate tracer survey and employers' satisfaction
- Monitoring the quality of research conducted by higher learning institutions.
- Development of the national academic frameworks, standards, policies and guidelines.
- Capacity building of the higher learning institutions on the national policies, guidelines and quality assurance.

### **3. Expertise required**

Individuals of all nationalities with the following expertise are encouraged to apply for inclusion in the HEC pool of Experts.

#### **a) Academic Expert**

The candidate should:

- have a PhD or Master's Degree in the areas related to the tasks to be performed.
- have teaching experience in higher learning institution of at least three (3) years.

#### **b) Professional Expert**

The candidate should:

- have a PhD or Master's Degree in the areas related to the tasks to be performed.
- have professional experience of at least 3 years relevant to his/her area of study.

#### **c) Experts with rare skills not available on the local market**

The candidate should:

- have a PhD or Master's Degree in the areas related to the tasks to be performed. PhD holders with relevant academic ranks and experience are encouraged to apply.
- Have rare professional skills relevant to the tasks to be assigned for at least three (3) years.

**Note:** The candidate should possess Equivalence certificate for the degree obtained abroad.

### **4. Thematic areas of Experts**

The experts will be recruited as per their areas of expertise and categorized under the fields of studies below:

- Natural Sciences, Mathematics and Statistics
- ICT and Multimedia Technologies
- Engineering and energy related fields
- Manufacturing, Mining,
- Construction and Building Services
- Transport and Logistics
- Agriculture and Food Processing, Forestry, Fisheries and Veterinary
- Health science related fields
- Education fields
- Arts and Humanities, Journalism and Social Sciences
- Business Administration and Economics related fields
- Law, Governance and international development studies
- Religious and Theological studies
- Hospitality and Tourism
- Military Science and security related studies
- Technical Science related fields
- Creative and fashion studies
- Any other academic fields

## **5. Selection of subject experts**

Applicants' curricula vitae (CV), academic degrees will be reviewed based upon the criteria listed above. Successful candidates will be notified and added in the Database of HEC Experts. The database of Experts will be updated every 3 years.

## **6. Appointment of experts and Contractual framework.**

HEC shall contact and invite the designated experts to take part in the assignment. Based on the assignment, the contract for the assignment will be signed by both parties. The experts will be trained and given assessment tools to perform the task.

## **7. Applications**

Interested applicants should submit his/her CV written in English, academic degrees and Transcripts of the highest qualification, if applicable. The CV should include subject-related expertise and experience relevant to the assignment to be undertaken.

## **8. Deadline**

The interested candidates should fill in the application form and submit the required documents using this link ([Click here](#)), before 30<sup>th</sup> June 2026.

Done at Kigali 24<sup>th</sup> April 2026

**Dr. Edward KADOZI**

**Director General**