



- HG Ltd

University of Rwanda-Holdings Group Ltd

VACANCY POSITIONS AT UR-HG LTD ANNOUNCEMENT

University of Rwanda Holdings Group Limited (UR - HG Ltd) is a limited company fully owned by University of Rwanda, (UR). Its business activities aim to optimise UR assets for the benefits of University. Those activities cover the management of UR income generating units; including but not limited to services of Health care, Consultancies, catering, Media as well as agro-veterinary business.

UR HG Ltd would like to recruit the motivated and experienced staff for the following vacant positions

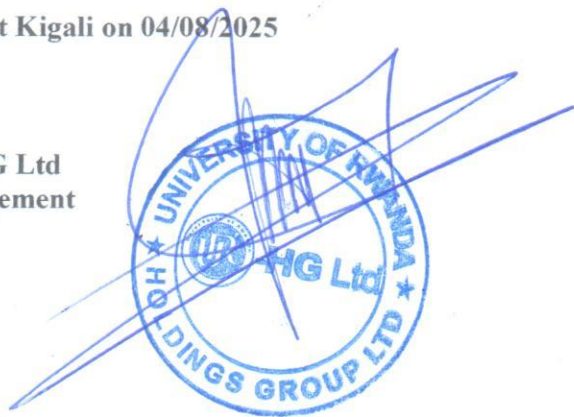
S.N	Post& Grade	Job summary	Key basic requirements	Number
1	Business Management Consultancy Expert (G-3B)	Coordinate all company management, consultancy activities	Ao Business Administration, 25-35 years old with relevant experience of 3 years.	1
2	Dental Doctor/Dental Surgeon (G-4C)	Performs advanced dental procedures and oral surgeries to restore patients' oral health	Bachelor degree of Dental Surgery or equivalent from a reputable university, experience of 2 years in clinical environment with a management/supervision role will be added advantage.	1

Interested applicants should submit copies of application letter, C.V, copies of certificates and Identity cards or passports as well as valid License of practice for Professional Health services provider in one pdf document by email to: urhg.recruitment@gmail.com, with cc to hrurholding@gmail.com, ceo.urholdings@gmail.com, fm.urhg@gmail.com. not later than Monday 11/08/2025 at 5h: 00 p.m. Short listed candidates will be contacted for interviews.

For more information, including detailed terms and conditions, please visit the official websites of UR-HG LTD (www.holdingsgroup.ur.ac.rw) and the University of Rwanda (www.ur.ac.rw).

Done at Kigali on 04/08/2025

UR-HG Ltd
Management





- HG Ltd

University of Rwanda-Holdings Group Ltd

TERMS FOR VACANCY POSITIONS AT UR-HG LTD ANNOUNCEMENT

University of Rwanda Holdings Group Limited (UR - HG Ltd) is a limited company fully owned by University of Rwanda, (UR). Its business activities aim to optimise UR assets for the benefits of University.

1. Dental Doctor/Dental Surgeon at University of Rwanda Polyclinic. 9-4 (C)

Job Summary:

(i) A Dental Surgeon is responsible for diagnosing and treating dental and oral conditions requiring surgical intervention. The role requires precision, excellent patient care, and collaboration with other dental professionals to ensure optimal oral health outcomes.

(ii) Duties and responsibilities

- Consults and treats all cases assigned/referred to his or her care
- Refers cases to specialists for further care
- Support supervision of dental therapists/in the clinic.
- Supervision of Dental interns and volunteers.
- Respect company and other rules and regulations in place regulating employment
- Other clinical duties assigned by company management related to his/her professional

(iii) Other qualities

- Hold a Bachelor of Dental Surgery degree or equivalent from a reputable university, Orthodontic treatments skills will be added advantage
- Be registered or eligible for registration with the Rwanda Medical and Dental Council.
- Be out of the MoH employment retention contract
- Be Innovative, creative, problem solver and a lifelong learner
- Demonstrate effective communication, good planning, interpersonal and organization skills.
- Be self-motivated, client focused, able to work under pressure and for long hours Ability to communicate verbally and in writing in English or French; Kinyarwanda and/or Swahili will be an added advantage.
- Having experience of 2 years in clinical environment with a management/supervision role will be added advantage;
- Be available immediately after employment offer



2. Business Management Consultancy Expert G-3 (B)

(1) Job definition and description:

The Business Management Consultancy Expert will manage contracts signed between company and clients that has consultancy aspect in its nature to maximize growth and improve business performance through contractual targets. He or she has to identify options for the organization and suggest recommendations for change, as well as advising on additional resources to implement solutions in such areas namely: e-business, information technology, marketing, supply chain management related to consultancies activities.

(2) Qualification & experience required:

Business Management Consultancy Expert should have a Bachelor's degree in business administration, project management, and economics with 3 working experience on managerial functions. To have professional courses in one of the above mentioned qualification may be an added value.

(3) Knowledge and Skills Requirements:

- Originality/value
- Creative thinking
- Thinking conceptually and practically
- Problem-solving
- Communicating clearly and empathetically
- Collaboration with all job levels
- Organization and time management
- Curiosity, Credibility, Achiever (Performance based)

(4) Duties & Responsibilities:

- Achieving customer satisfaction and customer loyalty
- Assessing the actual situation
- Consulting, advising, and creating programs to fill the gaps between actual situations and desired ones in consultancies activities at UR HG Ltd
- Developing management and supervisory skills
- Identify issues, form hypotheses, conduct analysis and propose solutions
- Implement recommendations or solutions and ensure the client receives the necessary assistance to carry it all out
- Increasing employee motivation and morale
- Interview the client's employees, management team and other stakeholders
- Liaise with the client to keep them informed of work progress and to make relevant decisions
- Manage projects and programs
- Prepare business proposals and presentations
- Raising the company's customer base and market segment
- Preparation and submission of Business Management Consultancy Expert activities reports for company



- HG Ltd

University of Rwanda-Holdings Group Ltd

(5) Specific Duties & Responsibilities:

- Creation of consultancy partnership
- Drafting technical and financial proposal
- Looking for new opportunities in consultancies and other fields
- Facilitate discussions with the client to elaborate on the areas of proposed improvements
- Define the problem concisely and hypothesize the proposed solution
- Perform quantitative and qualitative analysis to drive the proposed solution
- Support the business development activities of the company such as pursuit development and production of thought papers

Interested applicants should submit copies of application letter, C.V, copies of certificates and Identity cards or passports as well as valid License of practice for Health services professionals in **one** pdf document by email to: urhg.recruitment@gmail.com, with cc to hrurholding@gmail.com, ceo.urholdings@gmail.com, fm.urhg@gmail.com. not later than Monday 11/08/2025 at 5h: 00 p.m. Short listed candidates will be contacted for interviews.

Done at Kigali on 04/08/2025

**UR-HG Ltd
Management**

