



**UNIVERSITY OF RWANDA POLICY ON EMPLOYMENT OF
EXPATRIATE STAFF**

July 2017

Candidates should be given a specific time to arrive and informed where they are to report to on arrival. If more than one post is being interviewed for on the same day, all the candidates for one post shall be interviewed successively and a decision be reached by the interview panel before the interviews for another post commences. In case the shortlisted candidate is unable to come to Rwanda, they can be interviewed online. Interview process shall be recorded on cameras. Candidates canvassing interviewers prior to interview is not permitted and shall lead to disqualification from the interview.

3. Terms of Employment, Salaries and other Fringe Benefits

The Academic Expatriate staff is a contractual staff and therefore, if appointed, is given a contract showing the duration, salary, terms of service, and benefits under which he/she is hired. Academic Expatriate may be given contracts for a period of a maximum three years renewable upon the performance assessment of Academic expatriate staff and institutional needs.

The appointment should be in conformity with the recruitment law, by respecting all the processes involved. However, for Academic Institution a proposal of a 3-year contract for practical reasons and capacity to assess impact and also to make it worth for somebody to relocate from another country is reasonable compared to one year contract renewable in the Ministerial order N° 03/Mifotra/15 of 9/06/2015 in its article 6 paragraph 2. The contractor (employee)'s salary and benefits shall be subjected to statutory deductions as per the law.

All the entitlements or benefits academic expatriate staff is to get should be well stipulated in the contract. Performance assessments with the help of performance contract as a tool is subjected to renewal or not renewal of the contract but not on the bonus.

Expatriate who have been recruited for teaching or research shall remain in those positions for which a critical need and a lack of nationals have been identified. However, if in the exceptional circumstances, an expatriate staff, is assigned other responsibilities other than teaching or research, such as being in academic or administrative management post, he/she shall be given an allowance depending on the responsibility assigned to her/him in addition to payment made according to his/her academic rank.

The authority to sign the Academic Expatriate contracts is vested in University Vice Chancellor. The contract format to be signed by both parties is appended.

3.1. UR Expatriate Salaries

The University establishes the following committee to negotiate salary with every expatriate staff to be recruited, taking into account the University's needs, the scarcity of the expertise needed on the job-market and the salary range offered by other Universities in the region for similar expertise:

- Deputy Vice Chancellor for Finance and Administration (Chair)
- Deputy Vice Chancellor for Academic Affairs and Research
- Deputy Vice Chancellor for Institutional Advancement
- University Director for Administration and Human Resource
- The Principal of the College where the expatriate is going to be working

This committee will negotiate the salaries of expatriate basing on the existing salary structure as per the Ministry of Education instructions as of 31st May 2001 as illustrated below:

Expatriate Salary Structure

Post of Expatriate staff	Gross in USD	Net in USD
Full Professor	4052	2,500
Associate Professor	3725	2,300
Senior Lecturer	3399	2,100
Lecturer	3072	1,900
Assistant Lecturer	2582	1,600

- b) When the expatriate staff fails to give the notice as in (a) above, he/she shall pay the UR one (1) month salary in lieu of such notice as the case may be.
- c) The notice in (b) above shall run concurrently with any leave, which may have been granted.
- d) The University of Rwanda may terminate the contract of an expatriate staff for non-performance or non-respect of contractual obligations. The University shall serve the expatriate with a 3-month notice prior to the termination of his/her contract, or a one-month salary payment in lieu of notice.

5. Effective Date

This Policy will be implemented effectively from the date of approval by UR Board of Governors. (It will not affect the ongoing contracts as it is going to deal with new/renewed contracts)

6. Conclusion

This policy document shall be reviewed, if deemed necessary, to suit the evolution of the University and the legal and administrative framework of the country.

Name, Dates and Signature

15.8.2017

Prof. Philip Cotton

Vice Chancellor –UR

Signature.....


