

CURRICULUM VITAE
Prof. KAAYA Siraje : Full Professor

KABALE UNIVERSITY
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1. Identification :

<i>SURNAME</i>	: <i>Prof. KAAYA</i>
<i>FIRST NAME</i>	: <i>Siraje</i>
<i>DATE OF BIRTH</i>	: <i>27th OCTOBER 1964</i>
<i>PLACE OF BIRTH</i>	: <i>MULAGO KAMPALA</i>
<i>NATIONALITY</i>	: <i>UGANDAN</i>
<i>MARITAL STATUS</i>	: <i>MARRIED</i>
<i>NUMBER OF CHILDREN</i>	: <i>SEVEN</i>

2. Motivation Statement

2.1 Introduction

A Business management & leadership and Business communication full-Professor, with excellent working experience, wide knowledge and practical application of principles: concepts and strategies, methodology in research, business management and a consultant in Business management and finance curricular development for both post graduate and undergraduate programmes. In addition to that he is also ably good at supervising dissertations and thesis at post graduate and under graduate levels. A Permanent Professor of Business Leadership & Management and Coordinator of Higher Degrees, Research and Publications, Faculty of Economics and management Sciences at Kabale University.

Also administratively capable with sufficient working experience; with the recent three years' experience as recent Deputy Vice Chancellor of UTAB, once a Vice Chancellor of the University of Kigali in Rwanda 2014-2016, then two years' experience as Vice Chancellor of The East African University (TEAU) Kitengela Nairobi Kenya, then a two years' experience as the Vice Rector in Charge of Academics – DVCA (ULK) in Rwanda, with lots of vital achievements, then a two years' experience as a dean, faculty of Economics and Business Studies (ULK) in Rwanda, a four years' experience at a directorate level of a University language centre (ULK) in Rwanda and fifteen years' experience in lecturing profession.

3. Educational, Trainings, Conferences and Seminars attended

3.1 Act of Academic Promotion to Full Professor

The chairperson of the Board of Trustees of The East African University (TEAU) Kitengela Nairobi Kenya , considering decisions: Considering the decision of **MARCH 8/BD/03/025 of 31st May 2013** Considering the law **No. 192(act No. 42) of 13th December, 2012** bearing the Organisation and functioning of the University Education in Kenya, in its **articles 20 (1) section (e) paragraph 5**; Considering the Internal regulations of the Board of Directors of (TEAU) Considering the internal regulations of The East African University (TEAU) especially in its **articles VI – 8ii**. Considering the provisions governing the nomination and the promotion of the permanent teaching staff. I attained the Academic Rank of Full Professor.

3.2 Act of Academic Promotion to Associate Professor

The chairperson of the Board of Directors of the Kigali Independent University (ULK), considering decisions: DEC25/BD/07/012 of July 18th 2012, the law no. 5/2005 of October 20th 2005, bearing the organisation and functioning of Higher education in Rwanda in its Articles 60 and 46 paragraph 6 and 7; the internal regulations of the Kigali Independent University (ULK) especially chapter 42 paragraph 6; the provisions governing the nomination and the promotion of lecturers, I was promoted to the academic qualification of Associate Professor on 18th July, 2012.

3.3 Acte De Nomination senior Lecturer (22/11/2007)

Basing on law no. 5 of 01/03/2006 governing the functioning of higher education, Article 60 and Article 46, related to Article 6 & 7; According to the internal regulations of the ULK article 12, related to article 6, I was promoted to the rank of senior lecturer, and the promotion and nomination letter was signed by the chairperson Board of Directors of the ULK on 22/11/2007.

3.4	Schools/ Institutions/ Universities	Award
31/5/2013	The East African University	: Full Professor
18/7/2011	Kigali Independent University	: Associate Professor
2004-2007:	MMU	: Doctorate of Business Leadership
2001-2002:	UNISA	: Master of Business Leadership and Management
1992-1995	MAK	: Bachelor of Business Management
1987-1989:	NCBS	: Diploma in Business Studies
1984/85-1985/86:	Kibuli Sec. School	: Advanced Certificate of Education
1980-1983	Kibuli Sec. School	: Ordinary Certificate of Education
1979	Kibuli Demonstration P school	; PLE

3.5 Trainings, Conferences and seminars Attended;

(CERTIFICATES ATTAINED)

1. 9th Annual International Leadership Conference– Economic Development: Does Governance matter? , 18-21st June 2019, organized by Makerere University Business School (MUBS)
2. The awareness of intellectual property rights. 9th May 2019 offered by RDB
3. Intellectual property and innovation in Universities and Research & Development institutions, 24th June 2019 offered by the World Intellectual Property Organization

4. Intellectual property and its importance 25th June 2019 offered by the World Intellectual Property Organization
5. Implementation of competence Based Curriculum, 8th May 2019 by University of Technology and Arts of Byumba
6. The role of Tax in promoting the development of a country. 20th February 2019 and offered by RRA
7. Mbarara University of Science and Technology (MUST) conference: VLIR-OUS
Research Platform Uganda Dissemination Conference: 1ST JUNE, 2017 AT KIHUMURO CAMPUS
8. Kigali convention center Kigali Rwanda: 5th – 6th July 2017: conference on The Sustainable Development Goals Center for Africa
9. Nairobi Kenya; 28th -29th October 2013 : Workshop on regulations, standards & guidelines for University education; (Commission for University Education Kenya)
10. Mombasa Kenya; 10th – 11th December 2013: KENET heads of Institutions Forum at Serena Hotel Mombasa;
11. Nairobi Kenya at Kenyatta international convention centre (KICC); 11th July 2014: Harmonisation of appointment & promotion criteria for academia staff members;
12. The 8th Atlas Africa Conference in Kigali Rwanda at KIST;
13. The 4th United Nations Conference on the Least Developed Countries, which was held in Istanbul Turkey from 9th May -13th May, 2011.
14. School of Finance and Banking Kigali Rwanda; February, 2011: Private- Public Partnership {PPP} (International and Global conference)
15. Khartoum Sudan; May, 2010; Project Communication and Reporting& Operational Planning
16. Cairo, Egypt, 25th April, 2010 to 6th May, 2010; Need Assessment, Project Identification and Preparation of Development Plan
17. Addis Ababa Ethiopia; March, 2010; Project supervision and Control Management
18. American Embassy Kigali, Rwanda; February, 2004, Teaching Training for Academic and Business Purposes.
19. American Embassy Kigali, Rwanda; 2000, Teaching Training for Academic and Business Purposes

4. Working Experience

Coordinator of Higher Degrees, Research and Publication, Faculty of Economics and Business Studies

Professor of Business Leadership and Management at Kabale University (Appointed on 1st April 2019 to-date)

4.1 Administration/Management

With administration, I have held various administrative positions, among which include:

i) Deputy vice Chancellor of University of Technology and Arts of Byumba, 2017 to May 2019.

ii, Vice Chancellor of the University of Kigali (UOK), September 2014 to 2016

iii, Vice Chancellor of The East African University, Nairobi Kenya (TEAU), February 2013 to August 2014.

iv, Interim Ag. Vice Chancellor, Kampala University Uganda, July to September 2013.

v, Deputy Vice Chancellor Kigali Independent University, (from March 2011 up to early 2013).

vi, iv, Dean Faculty of Management (Faculty of Economics and Business Studies) Kigali Independent University from 2009 to early 2011)

In March 2011, I was appointed by the President and Founder of the Kigali Independent University to the position of Vice Rector Academics.

During my term of office, I carried out research, bench marking and investigations on how to start masters' programmes at the Kigali Independent University. I was the leader of the team that travelled around the East African Universities in order to get clear knowledge on how to start standard masters' programmes at the Kigali Independent University.

I also worked on and chaired the team that successfully developed the nine masters' programmes with their curricular. I was also part of the team which successfully defended those nine masters' programmes at the Ministry of Education.

The nine masters' programmes with their respective curricular were approved by the ministry of Education which also authorised the University to officially start the programmes on 13/7/2012.

The masters' programmes started in September, 2012.

vi, Dean Faculty of Management (Faculty of Economics and Business Studies) from 2009 to early 2011)

I was elected to the post of the Dean of the Management (Faculty of Economics and Business Studies) at Kigali Independent University (ULK) in 2009. During my term of office, in 2010 I fully worked on and chaired the team which developed the new curricular for the two new departments of; Finance and that of Accounting.

I was also the chairperson of the team that successfully defended the two new programmes at the Rwanda Ministry of Education; National Council of Higher Education (NCHE).

The two new departments of Finance and that of Accounting with their curricular were officially approved by the Rwanda Ministry of Education on March 2011.

vii, Director of CELA(ULK language centre) 2000- early 2005 (Kigali)

I was appointed Director of the Kigali Independent University from 2000 up to early 2005, during my term of office, I contributed a lot to the development of the standard English curricular; level 1, Level 2 and Level 3.

4.2 Excellence and hard work

Regarding work, commitment and good performance for the University, I have showed diligence at performing my duties and as results, promotions have been awarded to me in regular sequences, as indicated in point 4.1 and letters of merit were awarded to me as follows;

4.2.1 Ten appointments/promotions;

- Director Language centre ULK 2000- early 2005,
- Dean Faculty of Economics and Business Studies ULK 2009- March 2011,
- Vice Rector Academics ULK 2011- early 2013.
- Vice Chancellor of The East African University (TEAU), February 2013 up words
- Interim Ag. Vice Chancellor, Kampala University Uganda, July to September 2013
- Secretary and member of the University council of The East African University;
- Vice Chancellor, University of Kigali 2014 to date February 2016;
- Deputy Vice Chancellor, University of Technology and Arts of Byumba January 2017 to date
- HEC Chairman University audit committee September 2015;
- HEC Curricular Valuator (MBA programmes) 2015;
- Kabale University as Professor of Business Leadership & Management, Department of Business studies, Faculty of Economics and Business Studies
- Coordinator of Higher Degrees, Research and Publication, Faculty of Economics and Business Studies

4.2.2 Letters of Merit

-on 16th October, 2011, a letter of merit was awarded to me by the University (ULK) Rwanda in appreciation of my active participation and commitment in preparations of the nine masters' programmes.

-on 6th January, 2010, a letter of merit was awarded to me by the University (ULK) Rwanda in appreciation of my commitment in preparing the English communication curricular.

5. Research, Publications and Consultancies

ARC Publications Pvt. Ltd.

“International Journal of Research in Sociology and Anthropology (IJRSA)”

Paper Id 33200010; Article Title:

" Health Care Financing And Health Service Delivery In Public Hospitals During Covid-19 Lock Down : A Case Of Mbale Regional Referral Hospital" Submitted To International Journal Of Research In Sociology And Anthropology (IJRSA) Has Been Accepted For Publication. Twesigye Nduhura¹, Professor Kaaya Siraje².

Correspondence:

¹Twesigye Nduhura, Head of Department and Lecturer, Business and Management Sciences, Research Associate, Kampala University, Email: twesigyenduhura@gmail.com

²Professor Kaaya Siraje, Coordinator, Higher Degrees, Research and Publications, Faculty of Economics and Management Sciences, Kabale University; Email: profkaayas@gmail.com / skaaya@kab.ac.ug (2020)

Book chapter ‘ IT Issues in Higher Education: Emerging Research and Opportunities. (IGI Global; Disseminator of Knowledge) September 2019

ARC Publications Pvt. Ltd.

“International Journal of Research in Sociology and Anthropology (IJRSA)”

PSYCHOLOGY AND CORRUPTION: THE EAST AFRICAN EXPERIENCE

(editor_ijrsa@arcjournals.org)

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And

EUNICE MUROKORE (PhD Candidate, MUST) Email: emurokore@kab.ac.ug

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Mbowa, H.S & Prof. Kaaya, S. (2019). Online Application System For Admission In Private Universities: A Case Study Of Kampala University, Uganda. DOI: 10.4018/978-1-7998-1029- 2.ch004. www.igi-global.com.

International Journal of Research in Sociology and Anthropology (IJRSA) Volume 5, Issue 3, 2019, PP 31-39 ISSN 2454-8677 <http://dx.doi.org/10.20431/2454-8677.0503005> www.arcjournals.org

‘Understanding Feminism Perspective of Informal Women Entrepreneurs in Kyengera Town Council, Uganda.

²Professor of Business leadership and management, Kabale University

Paper entitled: ‘ *Effect of urine fertilizer on vegetable growing in Kitemu Zone, Wakiso District* ’ to be presented at the international conference on research and innovation for global advancement, organized by; Journal of Research

Curriculum review of KAB University May-July 2019

Paper presentation at the 9th Annual International Leadership conference 18-21 June 2019 organized by MUBS, paper entitled: Analysis of the Challenges involved within decentralization in service delivery in Wakiso District, Uganda.



Effect of Education on Sustainable Development in East African Universities: A Case of Kampala University (Uganda) and University of Technology and Arts of Byumba (Rwanda) 2018

I) *ARC Publications Pvt. Ltd.*

Paper ID: 33180029

editor_ijrsa@arcjournals.org

“International Journal of Research in Sociology and Anthropology(IJRSA)”

Challenges In The Implementation Of Fiscal Decentralization And It’S Effects On The Health Sector In Uganda. 2018

II) *Paper ID: 33180028*

editor_ijrsa@arcjournals.org

ARC Publications Pvt. Ltd.

“International Journal of Research in Sociology and Anthropology (IJRSA)”

Challenges and Marketing Strategies for Young African Universities. 2018

III)



Assessing Poultry Firms’ Survival in Kampala: A Case of Biyinzika Enterprises Limited 2019

Premier Publishers www.premierpublishers.org

Manuscript Reference Number: PP-1027-0119-728

Author: Prof KAAYA Siraje,

“Impact of Commercial Banks in Promoting Small and Medium

Enterprises in Rural Areas: Case Study of Banque Populaire Du Rwanda,

Shangi Sub-Branch in Nyamasheke District (2014-2016) RWANDA”

Premier Publishers www.premierpublishers.org

Manuscript Reference Number: PP-1046-0119-741

Author(s): Prof/Dr/Engr/Mr/Mrs/Ms Henry Stanley Mbowa,, Kaaya Siraje and Francis Kalyango Title: “Factors Influencing Adoption Of Energy Saving Technologies in Mateete Sub County, Sembabule District, Uganda” 2019

The acquisition of HIV/AIDs knowledge as a key to health safety against the infection; case study of Kenya & Uganda. (Scientific research journal of TEAU *ISSUE No. 1 Edition of The East African University August, 2013*)

The promotion of migration & emigration for economic and social well-being of unprivileged people in least developed countries (**LDCs**); *Case study of the fourth United Nations conference on the least developed countries, Istanbul Turkey, period 9th -13th may, 2011.(2012 ULK scientific review publication)*

Engagement of developed countries and private as a key to the development of Least Developed countries (LDCs). *A case study of the fourth United Nations conference on the least developed countries, Istanbul Turkey, period 9th -13th May, 2011. (ULK scientific journal, March 2012, No 24)*

Enhancing student performance through involvement and engagement; Reflections on the case methods of teaching at Makerere university business School (2011), (ULK scientific Journal, June,2011 No 21)

The importance of customer care in successful running of a company, case study of MTN Rwandacell (2010) (ULK scientific Journal, November 2010, No 19)

Entrepreneurship as a driving tool in small scale businesses creation in Rwanda. Case study of Rwanda Trade Fair (RTF). (2009) ULK scientific Journal, July 2010, No 18)

BOOKS PUBLISHED

1. Management principles and practices (ULK publishers) 2010
2. Entrepreneurship development and safe guarding of new Business start-ups (JKUAT-Publication Rwanda) 2016
3. Principles of project management. (Kigali Independent University publishers) 2012
4. Communication and leadership traits in business (CLM Consult LTD) 2017
5. Organization change and development (2019 in progress)
6. Book chapter ‘ IT Issues in Higher Education: Emerging Research and Opportunities. (*IGI Global; Disseminator of Knowledge*)September 2019

Consultancies

(Erasmus + KA2-cooperation for innovation and the exchange of good practices –Capacity Building in the field of Higher Education): Title: Enhancement of Rwandan high education in strategic fields for sustainable growth/ EnRHed (2019)

Title: Improving rural women livelihood and food security in Byumba sector. 2017

On effect of deforestation on soil conservation in East Africa, (In collaboration with Mbarara University of Science and Technology) 2017

On Modular system of teaching, curriculum writing and development at Kampala University, 2014

University Charter writing and Governance 2013-2014 in Nairobi Kenya

Post graduate Thesis supervised

The effectiveness of anti- corruption initiatives in rwanda: a trend for economic growth , period: 2005-2014);

Causes, trends and effects of labour turnover in public sector organizations: kinyinya health centre as a case study, period (2010 up to 2013)”

He contribution of training and development on the performance improvement of local organisations in Rwanda case of Gicumbi district period: 2006-2012;

The assessment of human resource management policies on the performance of financial institutions. (a case study of savings and credit cooperatives institutions, saccos in rwanda 2009-2014);

Impact of promotion and demotion on employees motivation. case study of rwanda revenue authority (2006-2013);

The impact of employees motivation on organization performance. Case study: rra (rwanda revenue authority) 2010-2013;

Assessment of customer service delivery in rwanda life assurance industry: the case of sonarwa life (period of five years. 2009 up to 2014)

The impact of staff training on the performance public institutions; case of rubavu district.

Effects of motivation on employee performance: a case study of umwalimu savings and credit cooperative (umwalimu sacco.)(2009-2013)

Analysis of good packaging design as a marketing tool of attracting customers in beverage industry in Rwanda.case study: inyange industries ltd;

Effect of acquisition of qualified human resource on organization performance. Case of ulk (2009-2013)

Assessing The Contribution Of Microfinance Institutions Towards The Socioeconomic Empowerment Of Women In Rwanda. Case Study: Microfinance Institutions In Gasabo District

Investigation of the impact of Labour turns over in public institutions. Case study of National Unity and reconciliation commission, period 2012-2016

Assessing the role of saving and credit cooperatives on economic empowerment of teachers. Case study of Umwarimu SACCO Rwanda, period 2011-2015.

Assessing the contribution of agency banking in promoting financial inclusion in Rwanda. Case study BK agency banking, period 2012-2016

Monitoring and evaluation of successful domestic BIOGAS programme, implemented in Rwanda. Case study of HUYE, NYANZA and NYANAGABE districts, period 2011-2015

Analyzing the contribution and challenges of HRP in private companies. BTC Beligium development Agency Period 2010-2015

Motivation as a driving factor towards employee and customer retention in business organisations. Case study of SORAS.

Assessing the contribution of the realistic performance appraisal to the improved performance of a company.

The Role Of Public Procurement Authority (Rppa) In Promoting Procurement Policies In Government Institutions; Case Study: Rwanda Development Board (RDB)

Analysis of the performance contract as a tool for addressing key Government priorities in Rwanda. Case Study of Burera District Period 2012-2016

Analysis of the impact of effective communication to appropriate management in business projects. A case of Urwego opportunity Bank (Where Kigali or Musanze) period 2012-2016 (Approved)

Analysis Of The Impact Of Credit Management On The Performance Of Financial Institutions (Case Study Umutuzo Sacco Musanze District Period 2012-2015)

Analysis on the impact of Sales promotion and advertising on increment of customers' purchases in Companies.

The Impact Of Government Programs On The Socio Economic Development Rwandan Population. (Case Study Of Umurenge Vision 2020 In Shyira Sector, Nyabihu District) Period 2012-2015

Analysis Of Challenges In Implementation Of Government Programs In The Districts Of Rwanda. Case Study Of Umurenge Vision 2020 In Musanze District 2012-2016.

Impact Of Effective Communication To Successful Performance Of Business Organisations.,Period 2012-2016.

The assessment of effectiveness of automated credit scoring in financial institutions: case study of BPR part of Atlas Mara Musanze Branch. (2011-2015)

Assessing the effect of scheduling, tracking and monitoring of construction project's progress from the start to the end.

The Analysis Of The Key Performance Indicators Of A Project In Relation To The Most Important Elements In Project Management. Case Study: Usaid Higa Ubeho Project 2013-2015

Assessment of the contribution of Organisation Change and Development to the growth of commercial Banks, Case study, Bank of Kigali Ltd for a period from 2012 to 2016

Investigating the role of employee training and development on the increasing organizational performance. Case study of RSSB 2013-2015

The contribution of employees' motivation to the performance of KALISIMBI Restaurant period 2013-2015

The determinants of sustainability of health donor funded projects to the wellbeing of people. Case study of SPIU ministry of health 2012-2015.

The Role of AEE-Rwanda Self Help Group Approach for Poverty Reduction in Bugesera District, Case study: Rilima and Juru Sector". Period 2012-2015

Undergraduate Dissertations supervised; From 2008-2018 (More than 150)

TEACHING & LECTURING

I handle PhD classes at JKUAT
Masters Classes at UOK, ULK, TEAU, ETC
Masters Classes at Kabale University
Undergraduate programmes

RECENT SELF- EVALUATION AS VICE CHANCELLOR AT UOK (2014-2016)

Kigali 2016

6.1 BACKGROUND:

- Since my appointment as the Vice Chancellor of University of Kigali , the University has been growing steadily with increased numbers in the enrollment of students' undertaking different courses within the undergraduate programs offered by different faculties, mainly the faculty of Business Management and Economics, the Faculty of Law and the faculty of Computer Science and Information Technology.
- With practical achievements registered within the shortest time, the Government of Rwanda through the Ministry of Education has approved and authorized the University of Kigali to start fourteen (14) masters programs, of which some are now already operational at the Kigali main campus and also at Musanze campus in northern Rwanda.

6.2 ACHIEVEMENTS

No	ACHIEVEMENTS	OUT PUT
	SELF- EVALUATION VC'S OFFICE FROM SEPTEMBER 2014 ,TO DATE AT UNIVERSITY OF KIGALI	<ul style="list-style-type: none"> - By the end of October 2014 10 undergraduate programmes were fully developed from Level 1- Level 5; - Submitted to HEC: Were approved.
	1. University policies were completed and signed.	<ul style="list-style-type: none"> - Policies are in use and more are being developed
	2. Examination office was created, staffed and now fully operational; - A soft ware has been installed to speed up the result slips process,	<ul style="list-style-type: none"> - Students started getting results slips which was not there before,
	3. Teaching staff standardized: -Teaching load normalised; -Part time lecturers payments (rates revised to normal)	<ul style="list-style-type: none"> - More PhD holders were brought in, other lecturers were also recruited on full time basis; - I normalised the number of teaching hours per week - I revised the payments per hour for part time teaching staff; - PhD holders from net 15000 rwf per hour to gross 12000 rwf per hour; - Master holders from gross 12000 rwf per hour to gross 9000 rwf, - - (This exercise cut the costs to approximately 40-45% of the expenses which were being incurred.)
	4. UoK Head-quarters successfully shifted from Kicukiro to Kacyiru prester house	<ul style="list-style-type: none"> -cutting down double cost/ Expenditures on rent which was being incurred.
	5. Library- e_books were installed into UoK Library	<ul style="list-style-type: none"> - Close to 50,000 e-books were bought and installed within the UoK computer labs.

	6. Deans of faculties were appointed (PHD holders)	<ul style="list-style-type: none"> - Dean faculty of Business Management and Economics; - Dean faculty of Computer Science and Information Technology
	7. Masters programmes 13 -Master of education management, 1 -PGDE 1	<ul style="list-style-type: none"> - 14 Masters programmes were re-worked up on , re-submitted to HEC, validated and 13 of them were approved, - Of recent, Master of education management and Post graduate diploma in education were validated and approved
	8. UoK Musanze campus has been opened.	After a successful HEC audit; PGDE programme is on going now
	9. Post graduate school was opened in April 2015	13 masters programmes were approved
	10. UoK has been admitted to the IUCA as full member.	<ul style="list-style-type: none"> - UoK is now a full member of the Inter University council of East Africa. - UOK recognized in the region,
	11. Daily Activities.	<ul style="list-style-type: none"> - Discipline of staff has improved; - Late coming and absenteeism reduced drastically; - Non complaint punished severely;
	12. Continuous senior management meetings are in place.	<ul style="list-style-type: none"> - Every Monadys to decide on the developments of the University,
	13. Good communication within the University.	<ul style="list-style-type: none"> - Good working relation among employees and the employers,
	14. The 1 st UoK scientific research journal formal Volume 1 has been published.	<ul style="list-style-type: none"> - The second volume is underway
	15. HEC audit:	<ul style="list-style-type: none"> - A successful HEC audit has been achieved. - Three more new programmes have been approved by the Ministry of Education.
	16. A number of vacant directorates have been filled with	<ul style="list-style-type: none"> - DPPR - D-Marketing

	staff	- Dean postgraduate school.
	17. Some specializations with insufficient number of students were merged	- Brought about cutting down the costs in terms; teaching hours paid, materials used while offering courses in such classes, etc
	18. My teaching load is 8 hours per week	- I teach post graduate classes and under graduate, Evenings and weekends. This is a sign of working hard towards the success of the University
	19. Students number	- The number of students is increasing steadily (From 1118 – 4000 students in just one year of my tenure)
	<p>General comment:</p> <ul style="list-style-type: none"> - The University now has a named University council members; - The University has a Chancellor; <p>From the above revelation, it clearly shows that I know what I came for. I work from morning 8.00 am to 9.00 pm in the evening and on weekends which is a sign of self motivation and love for the growth of this University</p>	
	<p style="text-align: center;"><u>Achievements</u></p> <ul style="list-style-type: none"> • Establishment of a learning center in musanze district “Musanze town” ❖ Submission of New curricular which are: <ul style="list-style-type: none"> • curriculum of post graduate diploma in education (PGDE) • Masters in Education Management • Bachelor of Education; • Post graduate school successfully started. • Examination office created <p style="text-align: center;"><u>Education systems at UoK</u></p> <ul style="list-style-type: none"> • Increased number of full-time lecturers.(reduced number of part timers) <p>Evaluations of lecturers Exams moderations & Invigilation Standard Examinations.</p> <p style="text-align: center;">Normalised number of teaching hours (teaching load)</p> <p>-Quick book soft ware installed; -Shifting from Kicukiro to Kacyiru; -increased number of students from 1180 to 4000 . Acquisition of electronic books (over 50, 000 books).</p>	
	3 . Press conference- Launch of Masters programmes, school	<u>Tuesday 31st</u>

	of post graduate studies and the centre for Economic Governance and Leadership.	<p><u>Mach, 2015</u> At the school of post Graduate studies- Kacyiru campus The university of Kigali was invited to a press conference for the Launch of:</p> <ul style="list-style-type: none"> • Masters programmes • School of post Graduate studies • The Centre for Economic Governance and Leadership.
	b) Commencement of masters programmes	<p>Masters students sat for two exams on the dates indicated below.</p> <ol style="list-style-type: none"> 1. Business organization and management -weekend June 27th 2015 2. Network security (MIT) weekend -June 21st 2015 <p>Lectures of other modules continued normally.</p>
	<p>5. Admission to the Inter-University council for East Africa (IUCEA)</p> <p style="text-align: center;"><u>6th July, 2015</u></p>	<p style="text-align: right;"><u>6th July, 2015</u></p> <p>The University of Kigali received an admission letter to the Inter-University Council membership as a full Member with immediate effect. In order to confirm our membership, The University will be required to pay an annual membership subscription fee based on the total number of students enrolled therein.</p>

6.3 ACHIEVEMENTS AS THE VICE CHANCELLOR OF THE EAST AFRICAN UNIVERSITY, KITENGELA NAIROBI KENYA

DATE: SEPTEMBER 2013-August 2014

1. Achievements

- Developed the draft Charter of TEAU in line with Commission for University Education of Kenya;

- Developed University statutes of TEAU;
 - Developed the English curricular levels 1,2, and 3 for English learners;
 -
 - The East African University scientific Research Journal issue No. 1 has been published and the second issue is underway;
- Brought about good working relations with Commission for University Education and as thus various progressive reports have been sent to the Commission for University Education (CUE), letters of acknowledgements, encouragements and appreciation have been received from CUE;
 - The number of new students at the main campus is increasing;
 - I came up with quality control forms which have really improved the quality of service delivery to our students;
 - The new system of teaching is picking up steadily and lecturers have started embracing it, and we hope to organize examinations after every completion of at least three Units on the request of students and lecturers;
 - Four new programmes are almost ready for submission to CUE for accreditation, they include; Bachelor Education with special needs, Bachelor of Early Child hood and Development Education, Bachelor of sports science Education and Bachelor of Environment Management;
 - Marketing is being handled as a priority and I am the chief marketer, we hope to attract more students as we move along;
 - The University Magazine first issue was published in May 2013 and **issue No. 2** is being prepared;
 - I have linked our University to as many Institutions of higher learning as possible in terms of signing **MOUs**;
 - The cafeteria is now self-sustaining to an extent that it pays the salaries of its workers;

2. FINANCE OFFICE

- The mode of fees payment has been changed; every student is obliged to initially pay at least 50%;
- A number of students who were not paying tuition fees for close to two years were discovered;
- We started banking the cafeteria sales on its account weekly, and money for cafeteria workers salaries and shopping for cafeteria was being withdrawn from this account;

3. HUMAN RESOURCES

- A new employee Ass. Accountant was recruited to help me in the accounts section;
- Miriam Mwangi was transferred from the city center campus as an administrative assistant to the main campus to work in the library with Lucy Wangechi

7. Skills

A, Computer literacy

B, Languages	spoken	writing	literacy
English	Excellent	Excellent	Excellent
French	Tries	Some knowledge	Some knowledge
Swahili	Good	Good	Good
Kinyarwanda	Good	Good	Good
Luganda	Excellent	Excellent	Excellent
Runyakitara	Tries		

Post Graduate Modules which I can handle

- ✓ Business Organization and Management
- ✓ Training and Development
- ✓ Strategic human resource planning and development ;
- ✓ Organisation change & Development;
- ✓ Principles of Management and Practice;
- ✓ Project management & Entrepreneurship

- ✓ Undergraduate
- ✓ Principles of management
- ✓ HRM & OB
- ✓ Project management & Entrepreneurship
- ✓ Marketing & SMEs

References:

1. Prof. Dr Rwigamba Balinda
Founder and president of Kigali Independent University
2. Prof. Dr Kigabo Thomas Rusuhuzwa
Chief Economist National Bank of Rwanda
Kigali Rwanda
3. Fr. Prof. Dr. Nyombayire Abbe Faustin
Vice Chancellor, University of Technology and Arts of Byumba

8. Declaration

I certify that the information I have given above, is true to the best of my knowledge.

Signature.....

Prof. Dr KAAYA Siraje

Date: 15th September 2019