



Socioeconomic Institute for Advanced Studies (SIAS)

*Pioneering Socioeconomic Solutions
& Development by Multidisciplinary Holistic Academic Programs*

SIAS Human Resources Recruitment & Growth

December 2022

<http://www.sias.rw/>

Building 16, KK19 Avenue, Niboyi Sector, Kicukiro District, Kigali City, Rwanda

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One- Introduction

This policy focus on the Human Resource and Organization Structure of the proposed Socioeconomic Institute for Advanced Studies (SIAS) will be organized into the following three (3) structures, the Administrative body, faculty and support staff. All these structures abide by the Rwandan law No 010/2021 of 16/02/2021.

This policy is linked to the following SP's which stands in short for 'SIAS Policies and Procedures':

- SP/10. SIAS Academic Staff Appointment & Promotion
- SP/11. SIAS Staff Development & Mission Allowance Policy-v2
- SP/12. SIAS Academic Staff Workload
- SP/13. SIAS Staff Handbook
- SP/16. SIAS Students Complaint & Staff Disciplinary Policy
- SP/27. SIAS Semesters Modules & Staff Plan
- SP/30. List of Committed Faculty & Staff to SIAS-Since Jan 2023

Two- SIAS Administrative Structure

SIAS administrative team members are represented by its organisation structure which will ensure its effectiveness, efficiency, availability and continuity.

The administrative body, besides the founder and the co-founder, the SIAS Senate, and the academic representatives in all the main regions of the world will help to spread the program and ensure its deliverables internationally. The legal and partnerships advisor will help to draft or improve the contract and MOUs with the academic universities/partners. This all will be supported by dedicated Finance & Admin Managers that consist of team of full- or part-time HR, IT and Accounts Managers.

Three- Faculty of SIAS and their Recruitment Plan

The recruitment of the SIAS faculty would take into consideration what has been set in the institution's criteria for selecting and accrediting the faculty, faculty course design, type and level of faculty engagement per program, or course assignment.

Being a multidisciplinary and international postgraduate institution that is going to deliver blended and executive programs in the first three years since its inception, SIAS would use both full- and part-time faculty to ensure effective one-to-one student supervision, mentorship and follow-up. Almost 50% of the part-time and multidisciplinary supporting faculty of the SIAS would be already fully acquainted with the programs that SIAS intends to offer since they are either advocates, experts, or members of the institution's governing board, and they come from different nationalities and backgrounds.

The entire SIAS faculty are expected to be passionate about leading projects with their students in the courses and the programs on offer. The projects should have a priority of solving the relevant student communities and/or solving a global issue in

the world. This requires the faculty to be multidisciplinary thinkers who would be leading and supporting these socioeconomic focused concepts and disciplines initiative.

The SIAS would have program coordinators to ensure effective delivery for classes, be it blinded or executive programs. The faculty workload and its distribution during the course delivery would preferably be designing the programs based on having two teachers per class that come from different disciplines.

While the academic full- or part-time faculty would be supported by the research and development team, they both could work closely with the assigned SIAS's management to ensure its continuous accreditation and updates of its quality assurance procedures and process. The assigned Quality Assurance manager would ensure the continuous development and competitiveness of the program. The above positions will be incorporated into the SIAS administrative structure to ensure quality delivery. Table (1) shows list of proposed human resources that are targeted through gradual growth plan

Table (1) Proposed Human Resources to be Recruited By SIAS between 2023 till 2025

DESIGNATION / POST	CATEGORY	NUMBER OF STAFF REQUIRED	QUALIFICATIONS
Vice-Chancellor	Administration	1	PhD
Vice-Chancellor in charge of Academic & Research	Administration	1	PhD
Vice-Chancellor in Charge of Administration & Finance	Administration	1	Masters in Finance
Project Manager	Institutional Advancement	1	Masters
Head of Admin., Finance & Marketing Department	Institutional Advancement	1	Masters in Accounts or Marketing
Director, Accreditation and Quality Assurance	Quality Enhancement	1	Masters (Minimum)
Librarian	Administration & management Support	1	Masters in Library Studies and ICT
Dean of Students Affairs	Administration Support & Quality enhancement	1	Masters in Administration related course
Academic Registrar	Administration and Academics	1	Master's in Education
Legal Advisor & Partnerships	Administration and Institutional Advancement	1	Masters
Human Resource	Administration & Management	1	Masters
Accounting Manager	Administration and Support	1	Bachelors

ICT Officer	Management and Technical Support	1	Bachelors
Marketing Officers	Marketing & institutional Advancement	1	Bachelors in Marketing
Full time and Part time faculty	Academic	Dependent on the Number of Students	60% PhD (Professors, Ass. Prof, & Senior Lecturers)
Administrative Secretaries & Receptionist	Administrative Support	3	Bachelors

SIAS Commitment of Staff: Students Ratio

Table (2) Represent the SIAS Commitment of Ratio of Faculty or Staff per student for each program

2023	
Staff: Students	1:20
2024-2025	
Staff: Students	1:15

SIAS Commitment of Staff Qualifications Ratio

Table (3) Represent the SIAS Commitment of Ratio of PhD Faculty per student for each program

2023	
PhD Staff (Full & Part-time)	60%
2024-2025	
PhD Staff (Full & Part-time)	70%

Reference: law No 010/2021 of 16/02/2021 & the Ministerial Order No 001/MINEDUC/2021 of 20/10/2021

VERSION CONTROL

Version Number	2
Prepared by	Dr. Mohamed Buhiji
Version Reference number	SP/9/2022
Description	SIAS-Human Resources Recruitment Growth Plan
Policy owner	Socioeconomic Institute for Advanced Studies (SIAS)
Responsible division	Quality Assurance Coordinator & SIAS Council
Internally validated	Yes
Date of Internal Validation	1/11/2022
Approved by	SIAS Governing Board
Date of approval & update	18/12/2022 & 8/3/2023 and 7/4/2023
Amendments	1
Proposed Review date	2024
Web address of this policy	http://www.sias.rw/

APPROVAL FORM

Checked by:

Signature:



DR. Donya Ahmed
Vice Chancellor
Socioeconomic Institute for Advanced Studies

Approved by:

Signature:



DR. Mohamed Buhiji
Founder & Chairman of the Board of Trustees
Socioeconomic Institute for Advanced Studies

