

WISDOM SCHOOLS RWANDA

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VACANCY ANNOUNCEMENT

POSITION : EXECUTIVE PRINCIPAL /GROUP PRINCIPAL

APPLICATION DEADLINE : 7 AUGUST 2026 at 18:00 PM

STARTING DATE : 17 AUGUST 2026 at 8:00 AM

ABOUT WISDOM SCHOOLS RWANDA

Wisdom Schools Rwanda is a growing education institution operating multiple schools including Nursery, Primary, Secondary education (O' level and A' level), Computer Science, Accounting and an Associate Nursing Program. The Institution is committed to academic excellence, innovation, character formation, Creating God fearing Students and preparing Learners for Global opportunities.

To strengthen our Leadership team, we seek to recruit a high qualified, experienced, dynamic, God fearing person, and visionary professional to serve as Executive Principal.

POSITION SUMMARY

The Executive Principal/Group Principal shall provide strategic, academic, operational, and administrative leadership for all schools under Wisdom Schools Rwanda. The successful candidate will ensure high standards of teaching and learning at international standards, operational efficiency, staff development, institutional, and ensure sustainable partnerships with international educational institutions.

KEY RESPONSIBILITIES

- Provide strategic leadership for all schools and programs
- Ensure effective implementation of academic policies and standards
- Supervise school heads teachers, academic leaders, and administrative teams
- Supervise curriculum implementation and monitor teaching quality
- Improve student learning very high outcomes and organize assessments and evaluations.
- Improve English speaking among Teachers and Learners (very high standards)
- Monitor educational quality and student performance and discipline



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- Lead institutional growth initiatives and expansion plans
- Management of t schools resources, finances, assets and reporting
- Oversee recruitment, supervision, and staff development
- Promote the spirit of '**Performance Contract**' of staff members and '**Accountability**'.
- Conduct performance evaluation monthly, termly and end of the school year
- Support extra-curricular activities and Dual-enrolment activities agreed upon
- Ensure compliance with educational regulations and accreditation requirements
- Develop partnership locally and internationally
- Support marketing, admissions, and institutional visibility
- Promote positive student culture, discipline and welfare
- Promote Student God fearing culture in Wisdom Schools Rwanda
- Promote Leadership and governance laboratory practices
- Promote Environment Protection Culture in Wisdom Schools Rwanda
- Promote positive school image and community engagement
- Monitor attendance and performance of every staff member in Wisdom schools
- Maintain strong communication with parents and local authorities.
- Excellent ICT and Artificial Intelligence (AI) literacy.
- High integrity, professionalism, and commitment to education excellence.
- Achieve full compliance with Ministry of Education, Rwanda Education Board and NESA standards.
- Promote innovation, digital learning, AI integration, and environmental sustainability.

MINIMUM QUALIFICATIONS

- Master's Degree in Educational Leadership, Educational Management, Administration, or related field (PhD is an advantage)
- Minimum ten (10) years of experience in education.
- Minimum five (5) years in senior educational leadership.
- Experience managing large institutional or multiple campuses is highly preferred.
- Experience in Secondary Education, TVET, Health Sciences, or Nursing Education is added advantage.

REQUIRED COMPETENCES

- Strong leadership and people management skills
- Strategic thinking and decision-making ability
- Excellent communication and interpersonal skills
- Excellent communication and interpersonal skills
- Financial and operational management skills



- Strong organizational and problem-solving abilities
- High integrity and professionalism.

LANGUAGES

- Excellent English required
- French, Swahili , other international languages and/or Kinyarwanda are advantages.

REMUNERATION

Competitive package based on qualifications and experience

APPLICATION PROCEDURE

Interested candidates should submit :

- A signed application letter.
- Updated and detailed Curriculum Vitae (CV).
- Certified Copies of Academic Credentials and professional certificates.
- Copy of National ID or Passport.
- Three professional references with contact details.
- Recommendation letters from previous employers.
- Application should be sent to : wisdomschools385@gmail.com; and copy to : directorwisdomschoolsrw@gmail.com

Note: Only shortlisted Candidates will be contacted. Wisdom Schools Rwanda is an equal opportunity employer committed to developing transformational Leaders and providing world-class education for every learner.

Date : 26 July 2026



Recruitment Team