



PAX HIGHER INSTITUTE (PAXHI)

Bamunka, Ndop

P.O. Box 32

Ngoketunjia Division

Northwest Region, Cameroon

Motto: *Pax, Innovatio et Scientia*

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FOUNDING STAFF RECRUITMENT

Pax Higher Institute (PAXHI) invites applications for key academic and administrative positions ahead of the **2025/2026 academic year**. As a newly established institution committed to **excellence, innovation, and holistic development**, PAXHI seeks **qualified and visionary professionals** to join its **founding team**. Opportunities are available for **full-time and part-time** academic and non-academic roles across the following areas:

ACADEMIC POSITIONS

S/N	Faculty/Department	Specialization Areas	Minimum Qualification	No. of Positions
1	Faculty of Business, Finance & Management	Accountancy, Marketing, Sales Management, Banking & Finance, International Trade, Insurance, Project Management, Human Resource Management, Logistics & Transport Management	<ul style="list-style-type: none"> - MSc or PhD in relevant field - Professional certification (e.g. ICAN, ACCA, CIM, CIPM, CILT) is an added advantage - Teaching/research experience preferred 	6
2	Faculty of Computer Engineering & Technology	Computer Engineering, Software Engineering, Computer Science, Networking, Database Management, Hardware & Software Maintenance, Computer Graphics, Web Design, E-Commerce, Digital Marketing	<ul style="list-style-type: none"> - MSc, MTech, or PhD in relevant discipline - Prior teaching or industry experience in a related field 	6
3	Faculty of Agricultural & Food Sciences	Food Technology, Aquaculture, Agricultural Engineering, Agricultural Production Technology, Fisheries Management	<ul style="list-style-type: none"> - MSc or PhD in relevant discipline - Teaching and/or field/research experience in agriculture or food sciences 	6
4	Faculty of Engineering	Civil Engineering, Mechanical Engineering,	<ul style="list-style-type: none"> - MSc or PhD in a relevant field - Professional registration with 	6

S/N	Faculty/Department	Specialization Areas	Minimum Qualification	No. of Positions
		Electrical/Electronic Engineering	COREN or equivalent is an advantage	
5	Faculty of Medical & Biomedical Sciences	Nursing, Medical Laboratory Sciences, Pharmacy Technology, Midwifery	- MSc or PhD in a related field - Current practicing license and relevant clinical experience preferred	6
6	Faculty of Education	Didactics, Curriculum Development, Educational Management, Special & Inclusive Education, Vocational Guidance & Counselling	- MSc or PhD in Education or related specialization - Experience in educational policy, pedagogy, or inclusive teaching is desirable	4
7	Faculty of Legal Careers	Business Law, Customs and Transit Law, Land Law	- LLM or PhD in Law - Call to Bar and relevant legal practice or teaching experience required	3

NON-ACADEMIC & SUPPORT STAFF POSITIONS

S/N	Position	Qualification	No. of Positions
1	Executive Assistants	- Bachelor's degree in Office Administration, Business Management, Public Administration, or related discipline. - Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). - Proven experience in executive support roles. - Strong multitasking and time management skills. - Excellent interpersonal and communication skills. - Ability to manage sensitive information professionally.	6
2	Human Resource Manager	- Bachelor's degree in Human Resource Management, Business Administration, Industrial Relations, or a related field. - Professional certification (e.g., CIPM, SHRM, HRCI) is an added advantage. - Minimum of 5 years' progressive experience in HR roles. - Strong knowledge of labor laws and HR best practices. - Excellent interpersonal, communication, and conflict resolution skills. - Proficiency in HRIS and Microsoft Office applications.	1
3	IT Support Technicians	- Bachelor's degree in Computer Science, Information Technology, or a related discipline. - Strong knowledge of computer systems, hardware, and troubleshooting. - Experience in network support and software installation. - Ability to provide end-user technical support.	2
4	Drivers	- Valid Category D (or higher) driving license for large passenger buses. - Minimum 3 years' professional experience with high-capacity vehicles	2

S/N	Position	Qualification	No. of Positions
		(e.g., 70-seater buses). - Age range: 25–35 years. - Basic vehicle maintenance knowledge is an advantage.	
5	Library Assistants	- Bachelor's degree in Library Science or Information Management.	1
6	Security Personnel	- Security training certificate. - Minimum of secondary school education.	2
7	Cleaners	- Basic education. - Prior experience in institutional cleaning.	4
8	Maintenance Technicians (Plumbing, Electrical, Carpentry)	- Vocational or Technical certificate in relevant field (e.g., plumbing, electrical work, carpentry).	3
9	Catering Staff (Cooks, Kitchen Assistants)	- Experience in institutional catering. - Hygiene certification preferred.	2
10	Storekeepers	- HND in Logistics, Accounting, or Supply Chain Management.	1

Application Guidelines

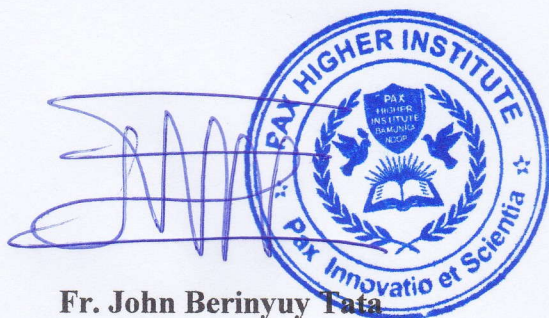
Interested candidates are invited to submit application files comprising the following documents:

- A **cover letter** addressed to the **Vice Chancellor**
- A **curriculum vitae (CV)**
- **Photocopies of academic and professional certificates (A copy of each of them)**
- **Two letters of recommendation**

Application files may be submitted **physically at the Registry** of PAXHI, Bamunka Ndop, or sent **electronically** to the following email address: **info@paxhi.com**

Deadline for submission:

1 August 2025 at midnight



Fr. John Berinyuy Tata
Vice Chancellor