

Guidelines for TVET Trainer Recruitment

Reference is made to the presidential order N° 123/01 of 15/10/2020 establishing Rwanda Technical Vocational Education and Training Board (RTB) where in article 6.4 it has responsibility to coordinate programs and activities to ensure trainers development, build their capacities and monitor their management;

Pursuant also to the Presidential Order N° 064/01 of 16/03/2020 establishing special statutes governing teachers in nursery, primary and secondary, technical and vocational schools. RTB developed TVET trainer recruitment guidelines to help the applicants with necessary information regarding the whole process of recruitment. These guidelines among others include the following:

A. Requirements for application through the TVET Management Portal

- ❖ Copy of National ID or any other legal document
- ❖ Degree / Diploma / Certificate (Equivalence is mandatory where needed)
- ❖ Transcript /School report, To whom it may concern / Attestation de service rendu (where needed)
- ❖ Other certificates if any
- ❖ CV
- ❖ An active email account

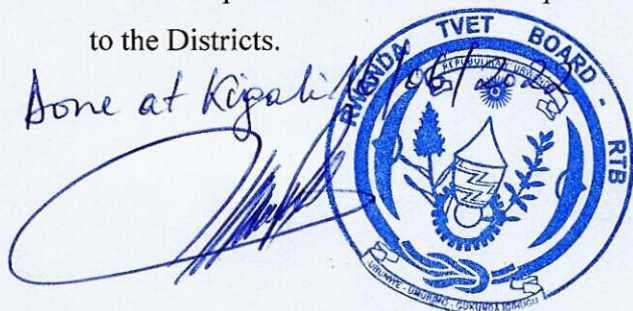
N.B: All documents should be scanned in PDF and saved on your computer or any other device.

B. Application Guidelines

1. Applicants must upload all required documents in the system
2. Applicants must first look at the trades in each District (Applicants must firstly check well if the trades she/he wants to apply for are located in her/his desired Districts);
3. A candidate is allowed to apply in at least 1 to 4 Districts and arrange them starting by the most preferred choice. In case the applicant wants to apply in more than 4 Districts, she/he can click on YES to select the whole country additional to the 4 first choices.

4. The applicants will get a notification in the system after the shortlisting period and the shortlisted applicants must select the desired examination center through the system.
5. Be aware that examinations are conducted in the system where you applied from.
6. During the exam, once the applicant finishes answering all questions and submitting, the system gives the score.
7. Placement will be done based on the score and on the applicant's choice (preferred Districts)
8. In case the applicant provided the "To whom it may concern", the document validity should be less than 6 months starting from the date of issue. This applies only accredited schools in Rwanda.
9. Where the experience is required, the candidate must include a service certificate indicating when she/he started work for a certain period of time or if she/he is still working.
10. Upon submission of your application, you will receive an email notification confirming the successful receipt of your application.
11. Unsatisfied applicants are allowed to appeal through the system
12. The successful candidates will be notified through the system.
13. The placed candidates will receive a job offer through the system, and the applicant must accept or reject the job offer within 3 days.
14. If the candidate does not react to the job offer, it will be considered as **Rejected**.
15. If the candidate rejects the job offer, she/he provides the reason to be analysed.
16. The list of placed candidates will be published in the system, RTB website and will be sent to the Districts.

Done at Kigali



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Director General of Rwanda TVET Board