

Go to <https://trs.mineduc.gov.rw/> or Go to <https://www.rtb.gov.rw/>
Steps to follow

1. **Very important.** Don't forget to add an **S** after http from the <https://trs.mineduc.gov.rw/>
2. Please download and read the other 2 useful documents (Recruitment guidelines and the list of programs per districts) found on this system in the **user guide** page.
3. First Create your account by clicking on **Register** button
4. Make sure that your **NID number** is Valid
5. Use your valid phone **number and email**
6. After login, Go to your Profile, Click on **Edit Profile** to add your place of residence
7. After login, You are allowed to apply to one or many positions.

7 important guidelines

1. Choose RTB

- 1.1. Select the position to apply for
- 1.2. Click on the position for details
- 1.3. Click on Apply now button
- 1.4. Then login or register

2. Register with TRS

- 2.1. Click on Register
- 2.2. Fill the provided form
- 2.3. Provide valid phone number
- 2.4. Provide valid email
- 2.5. Provide your own password
- 2.6. Click on Create Account

3. Login

- 3.1. Click on Login
- 3.2. Enter your email or phone number
- 3.3. Enter your password
- 3.4. Then click on login button

4. Apply for the position

- 4.1. First login
- 4.2. Click on the position to apply for
- 4.3. Click on the position for details
- 4.4. Click on Apply now button
- 4.5. Add requirements

- 4.6. Add the Exam location

- 4.7. Set the placement priorities

- 4.8. Finish the Application

5. Other important links

- 5.1. Fill the profile

- 5.2. See your applications

- 5.3. See your planned Exams

6. Appeals or claims

- 6.1. Go to Applications

- 6.2. Check if your application is rejected

- 6.3. Click on Rejection claiming

- 6.4. Click on Claim now

- 6.5. Select the reason of claiming

- 6.6. Add your claims comments

- 6.7. Click on Claim button

- 6.8. You can view your claims by
Clicking on view Claims details

7. Password recovery

- 7.1. Click on Forget password link

- 7.2. Enter your email or phone number
you have used while registering
with TRS

- 7.3. Click on Reset Password button

Home page

This is the home page of Teacher/Trainer Recruitment System (<https://trs.mineduc.gov.rw/>)

Please Choose

REB
Rwanda Basic Education Board

RTB
Rwanda TVET Board

Register

As Applicant, you must register with this system by entering the valid NID, Phone number, Email, and the Password of your choice as shown on the following picture.

Register

National Id

Your National Id

Phone Number

0700000000

Email

Your email

Enter password

Enter password

Password must:

☐ Include a lowercase character

☐ Include an uppercase character

☐ Include a Number

☐ Between 10, and 64 character

☐ A special character

Re-enter Password

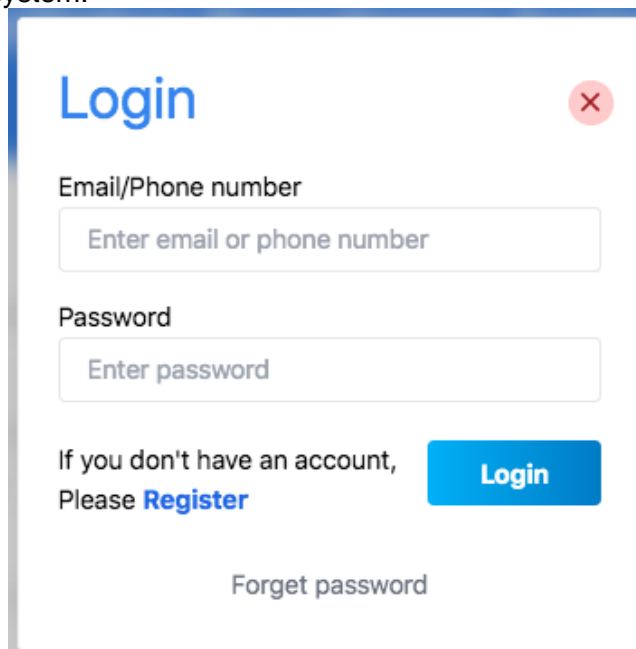
Re-enter password

[Login](#)

Register

Login

As Applicant, you have to login by using the email or the phone number you have used while registering with this system.

A login form titled "Login" with a red close button (X) in the top right corner. It contains two input fields: "Email/Phone number" with a placeholder "Enter email or phone number" and "Password" with a placeholder "Enter password". Below the password field, there is a link "If you don't have an account, Please Register" and a blue "Login" button. At the bottom, there is a link "Forget password".

Login

Email/Phone number

Enter email or phone number

Password

Enter password

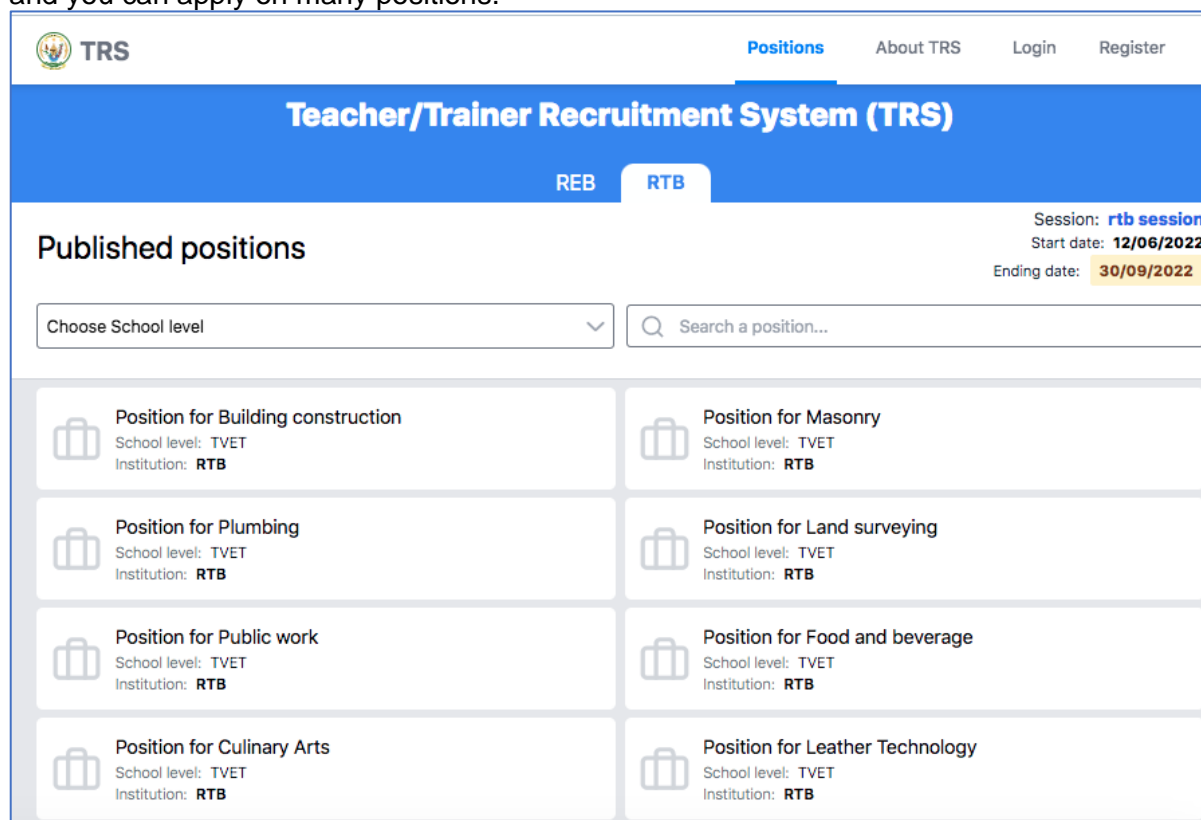
If you don't have an account,
Please [Register](#)

[Login](#)

[Forget password](#)

Positions

This page shows all published positions. As applicant, you can apply on one position at time and you can apply on many positions.

A screenshot of the "Teacher/Trainer Recruitment System (TRS)" website. The header includes the TRS logo, navigation links for "Positions", "About TRS", "Login", and "Register". Below the header, there are tabs for "REB" and "RTB", with "RTB" selected. The main content area is titled "Published positions" and includes a session information box showing "Session: rtb session", "Start date: 12/06/2022", and "Ending date: 30/09/2022". There is a search bar with a dropdown for "Choose School level" and a search input field. Below the search bar, there is a grid of eight position cards, each with a briefcase icon, a title, "School level: TVET", and "Institution: RTB".

TRS

[Positions](#) [About TRS](#) [Login](#) [Register](#)

Teacher/Trainer Recruitment System (TRS)









REB **RTB**

Published positions

Session: **rtb session**
Start date: **12/06/2022**
Ending date: **30/09/2022**

Choose School level

Search a position...

 Position for Building construction School level: TVET Institution: RTB	 Position for Masonry School level: TVET Institution: RTB
 Position for Plumbing School level: TVET Institution: RTB	 Position for Land surveying School level: TVET Institution: RTB
 Position for Public work School level: TVET Institution: RTB	 Position for Food and beverage School level: TVET Institution: RTB
 Position for Culinary Arts School level: TVET Institution: RTB	 Position for Leather Technology School level: TVET Institution: RTB

View the Position

RTB016 - Position for Carpentry✕
Institution **RTB**
School level **TVET**

Position competencies

#	Competencies
1	Make basic drawings
2	wood working materials and hand tools
3	Operate wood working machines
4	Construct joints
5	Perform finishing works
6	Make basic furniture

Exams for this position

#	Exam name	Code
1	Carpentry	RTBP016

Position requirements

#	Requirements (For all optional documents, you are required to fill at least one of them)	
1	Certificate (A2/Level 5) in Carpentry	Optional

Cancel Apply now →

Add requirements

As Applicant, you will need to add the required documents as show on the following picture.

Applying for: **Position for Plumbing** Cancel process


1
Add Requirements
Add Requirements

2
Residence
Location of residence


3
Placement agreement
Modify placement priorities

Required documents


For all optional documents, you are required to fill at least one of them




NID or Passport
Optional




Transcript or School Report
Optional, Click to add




Full CV
Optional



Advanced Diploma/Diploma (A1)
in Civil engineering /Water and
Sanitation Technology
Optional, Click to add



Advanced Diploma/Diploma (A1)
in Water and environmental
engineering
Optional



Advanced Diploma/Diploma (A1)
in Civil engineering /Construction
Engineering.
Optional, Click to add

Page 4 of 5

FOR ALL APPLICANTS

Attach requested documents

Add (Education) ×

Sub category

Select

Files (type: Image or PDF, max size: 1MB)

No file chosen

Add your residence

This page show how you add your district of residence

Update residence info ×

Province

District

Sector

Select the placement preferences

This page show how you add your placement preferences. You have to choose at least 1 up to 4 districts. Then select YES is you want to be placed in other remaining districts.

Congratulation Message

This page shows you that you have completed your application. And once you are shortlisted, you will need to come back to this system to select the examination center