JOB ANNOUNCEMENT

Rwanda TVET Board wishes to recruit qualified and competent personnel who will be deployed in different TVET schools, and the vacant positions are described below:

No	Position	Job Responsibilities	Required Qualification	Job requirement
1	Building construction Teacher	• Prepare pedagogical documents as per module. • Deliver training as per module outcomes. • Facilitate the learning process in the trade. • Ensure classroom management. • Develop and innovate course content to keep the training relevant and updated to international standards. • Conduct formative and summative assessments and reassess where need be. • Mark assessments and provide timely feedback to students.	A1	❖ Advanced diploma/diploma in Civil engineering (Building and Construction technology) ❖ Advanced diploma/diploma in Civil engineering (Construction technology) ❖ Advanced diploma/diploma in Civil engineering (Building construction)
2	Land surveying Teacher		A1	❖ Advanced diploma/diploma Engineering survey ❖ Advanced diploma/diploma in land surveying
3	Public work Teacher		A1	❖ Advanced diploma/diploma in Technology in Highway engineering ❖ Advanced diploma/diploma in Civil engineering (Highway Engineering) ❖ Advanced diploma/diploma in public works.
4	Agriculture Teacher		A1	❖ Advanced diploma/diploma in Crop production ❖ Advanced diploma/diploma Agriculture
5	Food		A1	❖ Advanced diploma/diploma in food science and

No.	Position	Responsibilities	Level	Qualifications
	processing Teacher	• Build students portfolio. • Provide assessment reports to the supervisor.		technology, ❖ Advanced diploma/diploma in food processing.
6	Food and beverage Teacher	• Participate in integrating industry and academic standards within trade.	A1	❖ Advanced Diploma/diploma in Hospitality Management with Food and Beverage. ❖ Advanced Diploma/Diploma in culinary arts ❖ Advanced diploma/diploma in Food and Beverage management
7	Animal health Teacher	• Maintain tools and equipment used by trade.	A1	❖ Advanced diploma/diploma in Animal health ❖ Advanced diploma/diploma in animal sciences
8	Forestry Teacher	• Plan, requisition, and verify the availability and proper functioning of all required tools, equipment, and consumables prior to session delivery	A1	❖ Advanced diploma/diploma in Forestry ❖ Advanced diploma/diploma in natural resource management ❖ Advanced diploma/diploma in Agroforestry
9	Wood Technology Teacher	to ensure effective and uninterrupted practical training.	A1	❖ Advanced Diploma/diploma in construction technology with A2 or Level 5 certificate in carpentry ❖ Advanced Diploma/diploma in Wood Technology
10	Irrigation Teacher	• Provide report on utilization of training consumables.	A1	❖ Advanced diploma/diploma in irrigation and drainage ❖ Advanced diploma/diploma in Soil and water management ❖ Advanced diploma/diploma in Agricultural Engineering
11	Tourism Teacher	• Proactively engage and collaborate with industry partners and relevant stakeholders to ensure continuous relevance, alignment, and development of training programs in line with labour market needs.	A1	❖ Advanced Diploma/Diploma in Travel and Tourism management, ❖ Advanced Diploma/Diploma tourism, ❖ Advanced Diploma/Diploma wildlife tourism.
12	Networking and internet technology		A0	❖ Bachelor's degree in computer science ❖ Bachelor's degree in Networking ❖ Bachelor's degree in Server Administration

	Teacher	• Plan and facilitate technology demonstrations, practical training sessions, and coaching programs to enhance students' technical competencies.		❖ Bachelor's degree in computer engineering ❖ Bachelor's degree in information technology.
13	Networking and internet technology Teacher		A1	❖ Advanced diploma in computer science ❖ Advanced diploma in Networking. ❖ Advanced diploma in Server Administration. ❖ Advanced diploma in Computer Engineering ❖ Advanced diploma in information Technology.
14	Computer systems and architecture Teacher	• Assist students in setting up innovative design/ ideas. • Conduct continuous innovations and maintain up-to-date professional knowledge to support the development and advancement of trade.	A1	❖ Advanced Diploma/Diploma in Software Engineering ❖ Advanced Diploma/Diploma in Computer Science ❖ Advanced Diploma/Diploma in Computer Engineering ❖ Advanced Diploma/Diploma in Electronics and Telecommunications ❖ Advanced Diploma/Diploma in Business Information Technology ❖ Advanced Diploma/Diploma in Information systems ❖ Advanced Diploma/Diploma in Computer Application ❖ Advanced Diploma/Diploma in Information Technology
15	Computer systems and architecture Teacher	• Maintain an effective filing system for • Perform other job-related duties assigned by the supervisor.	A0	❖ Bachelor's degree in software engineering ❖ Bachelor's degree in computer science ❖ Bachelor's degree in computer engineering ❖ Bachelor's degree in information technology ❖ Bachelor's degree in Electronics and Telecommunication ❖ Bachelor's degree in computer applications
16	Multimedia Production Teacher		A1	❖ Advanced Diploma/Diploma in Creative Design ❖ Advanced Diploma/Diploma in Digital Media Production ❖ Advanced Diploma/Diploma in Film production ❖ Advanced Diploma/Diploma in Multimedia Technology

17	Multimedia Production Teacher		A0	❖ Bachelor's degree in creative design ❖ Bachelor's degree in Multimedia ❖ Bachelor's degree in film production ❖ Bachelor's degree in digital media production
18	Electronics and Telecommu nication Teacher		A0	❖ Bachelor's degree in Electronics and Telecommunication Engineering ❖ Bachelor's degree in Electronics and Telecommunication
19	Electronics and Telecommu nication Teacher		A1	❖ Advanced Diploma/Diploma in Electronics and Telecommunication Engineering ❖ Advanced Diploma/Diploma in Electronics and Telecommunications
20	Interior design Teacher		A0	❖ Bachelor's degree in creative design (Interior design) ❖ Bachelor's degree in Architecture. ❖ Bachelor's degree in Industrial design.
21	Ceramic and Sculpture Teacher		A0	❖ Bachelor's degree in environmental design with A2 in Sculpture and Ceramic ❖ Industrial art and design (with A2 in Sculpture and ceramic)
22	Manufacturi ng technology Teacher		A1	❖ Advanced Diploma/diploma in Industrial Manufacturing Technology ❖ Advanced diploma/diploma in Production and Manufacturing Technology. ❖ Advanced diploma/diploma in Mechanical engineering (Manufacturing Technology).
23	Automobile Technology Teacher		A1	❖ Advanced diploma/Diploma in Automobile technology, ❖ Advanced diploma/Diploma vehicle engineering, ❖ Advanced diploma/Diploma automotive and power

			engineering,
			❖ Advanced diploma/Diploma Heavy machinery.
24	Electrical technology Teacher	A1	❖ Advanced diploma/Diploma in Electrical Technology
			❖ Advanced diploma/Diploma in Electrical Power Engineering
			❖ Advanced diploma/Diploma Electromechanical engineering.
			❖ Advanced diploma/Diploma Mechatronics Technology
25	Fashion design Teacher	A1	❖ Advanced diploma/Diploma in Tailoring/Textile and Clothing Technology
			❖ Advanced diploma/Diploma in Fashion Design
26	Tailoring Teacher	A2/L5	❖ A2/Level 5 in Tailoring
			❖ A2 in Cutting and Sewing
			❖ A2 in Coupe et Couture
27	ICT Teacher	A1	❖ Advanced diploma/diploma in ICT
			❖ Advanced diploma/diploma in Computer Science
			❖ Advanced diploma/ diploma Information technology
			❖ Advanced diploma/ diploma in Business Information Technology
			❖ Advanced diploma/ diploma Computer application
			❖ Advanced diploma/ diploma Software engineering
28	Citizenship Teacher	A0	❖ Bachelor's degree in Sociology
			❖ Bachelor's degree in social works
			❖ Bachelor's degree in governance and leadership
			❖ Bachelor's degree in social sciences
			❖ Bachelor's degree in political science
			❖ Bachelor's degree in Geography and History with Education

29	Patron	• Perform day-to-day trainees' discipline. • Elaborate activity plan related to extra work within the school • Encourage trainees to participate in different sport activities • Work closely with trainees' council • Perform other job-related duties assigned by the supervisor.	A2/L5	❖ A2/Level 5 in any field (male) **Note:** should be a male and ready to live at school
30	Matron	• Perform day-to-day trainees' discipline • Elaborate activity plan related to extra work within the school. • Encourage trainees to participate in different sport activities. • Work closely with trainees' council. • Perform other job-related duties assigned by the supervisor.	A2/L5	❖ A2/Level 5 in any field (Female) ❖ **Note:** should be a female and ready to live at school

| 31 | School accountant | • Receive and check conformity and accuracy of payments requests.
• Process all approved institution payments.
• Prepare complete, accurate and timely financial reports in accordance with mandatory deadlines.
• Assist the school management in complying with rules and regulations during tender processes.
• Ensure proper management of training consumables.
• Participate in Internal and External Audit exercises and assist them in their respective functions.
• Ensure a proper filing system for all payments supporting documents
• Prepare bank accounts reconciliation
• Make proper adjustments in financial reports if necessary.
• Prepare monthly, quarterly and annual financial reports for quality review.
• Ensure timely tax declaration.
• Perform other job-related duties assigned by the supervisor. | A0 | ❖ Bachelor' s degree in finance
❖ Bachelor's degree in accounting
❖ Bachelor's degree in commerce with human resource management
❖ Bachelor's degree Economics and business studies
❖ Bachelor's degree in business management.
❖ Bachelor's degree in management
❖ Bachelor's in business administration |

| 32 | Deputy Head Teacher in charge of studies (DOS) | • Preparing teaching timetables for the school and assigning tasks to teaching staff
• Supervise the activities of teaching and learning process within the school
• Ensure the preparation of pedagogical documents by the teachers
• Prepare the list of equipment needed, tools and consumables, market surveys and submit it to initiate the procurement processus.
• Support teachers to acquire and look after teaching materials
• Ensure the effective implementation of CBT/CBA
• Prepare the professional education training for teachers
• Plan and make follow up of pedagogical activities
• Ensure the effective implementation of updated curriculum
• Promote Continuous Professional Development (CPD) activities at school level
• Prepare and conduct internal verification
• Assist teachers to find teaching resources
• Act as president of receiving | A1/A0 | ❖ **NOTE**: Candidate must have at least 3 years of teaching experience in TVET and upload proof in the system

❖ Bachelor's degree in civil engineering
❖ Bachelor's degree in civil and Infrastructure Engineering
❖ Bachelor's degree in building and civil engineering
❖ Bachelor's degree in civil engineering and management
❖ Bachelor's degree in agriculture and food Processing
❖ Bachelor's degree in agriculture
❖ Bachelor's Degree in Sustainable Agriculture
❖ Bachelor's degree in agriculture Mechanization
❖ Bachelor's degree in agriculture engineering
❖ Bachelor's degree in agriculture sciences
❖ Bachelor of Science in conservation Agriculture
❖ Bachelor's degree in computer science
❖ Bachelor's degree in computer engineering
❖ Bachelor's degree in information and communication technology (ICT)
❖ Bachelor's degree in computer programming
❖ Bachelor's degree in computer science and systems
❖ Bachelor of Science in Electrical Engineering
❖ Bachelor's degree in electrical and Electronic Engineering
❖ Bachelor's degree in animal sciences
❖ Bachelor's degree in animal production
❖ Bachelor's degree in veterinary sciences
❖ Bachelor's degree in veterinary medicine
❖ Bachelor's Degree in Irrigation and Drainage
❖ Bachelor's Degree in Hotel Management |

| | | committee of learning materials
• Supervise the session delivery and providing constructive feedback
• Organize, plan and follow up the industrial attachment program (IAP).
• Monitor the moderation activities of exam before printing it
• Perform any other duty assigned by his/her supervisor. | | ❖ Advanced diploma/Diploma in Civil Engineering
❖ Advanced diploma/Diploma in Agriculture
❖ Advanced diploma/Diploma in Computer Science
❖ Advanced diploma/Diploma in Computer Engineering
❖ Advanced diploma/Diploma in Electrical Engineering
❖ Advanced diploma/Diploma in Electrical and Electronic Engineering
❖ Advanced diploma/Diploma in Animal Sciences
❖ Advanced diploma/Diploma in Animal Production
❖ Advanced diploma/Diploma in Irrigation and Drainage
❖ Advanced diploma/Diploma in Hotel Management
❖ Advanced diploma/Diploma in Construction Technology
❖ Advanced diploma/Diploma in Building Construction |

| 33 | Headteacher | • To ensure compliance with laws, orders, and regulations in force.
• To prepare rules and regulations in accordance with the school legislation in force; Orders, Instructions and specific conventions recognized by the State.
• To ensure professional leadership.
• To supervise and coordinate the elaboration of the school action plan.
• To coordinate school activities.
• To keep school diary.
• To ensure order and discipline of the school.
• To ensure effective implementation of the teaching in timetable.
• To prepare and conduct meetings of teachers and students
• To establish strong school filing system for human resources, academic and infrastructure.
• To ensure the available of required staff for effective implementation of curriculum.
• To maintain discipline and order at school
• To handle discipline related issues and report any case violating penal code.
• To evaluate the staff at first level. | A0 | ❖ **NOTE**: Candidate must have at least 5 years of teaching experience in TVET and upload proof in the system

❖ Bachelor's degree in civil engineering
❖ Bachelor's degree in civil and Infrastructure Engineering
❖ Bachelor's degree in building and civil engineering
❖ Bachelor's degree in civil engineering and management
❖ Bachelor's degree in agriculture and food Processing
❖ Bachelor's degree in agriculture
❖ Bachelor's Degree in Sustainable Agriculture
❖ Bachelor's degree in agriculture Mechanization
❖ Bachelor's degree in agriculture engineering
❖ Bachelor's degree in agriculture sciences
❖ Bachelor of Science in conservation Agriculture
❖ Bachelor's degree in computer science
❖ Bachelor's degree in computer engineering
❖ Bachelor's degree in information and communication technology (ICT)
❖ Bachelor's degree in computer programming
❖ Bachelor's degree in computer science and systems
❖ Bachelor of Science in Electrical Engineering
❖ Bachelor's degree in electrical and Electronic Engineering
❖ Bachelor's degree in animal sciences
❖ Bachelor's degree in animal production
❖ Bachelor's degree in veterinary sciences
❖ Bachelor's degree in veterinary medicine
❖ Bachelor's Degree in Irrigation and Drainage
❖ Bachelor's Degree in Hotel Management |

		- To establish school statistics. - To write and transmit all required reports. - Ensure the implementation of the curriculum. - Conduct school inventory of assets, tools, equipment and consumables. - To prepare the school strategic plan. - To prepare the school action plan. - Prepare the school annual budget. - Execute the budget according to public financial management - Promote good relationships among school administration, students, teachers, and other staff. - Represent the school on all platforms with its stakeholders. - Promote socio-cultural and economic activities for the school and in the neighborhood. - Serve as a link between teachers, Students, parents, neighbors to the school and other third parties. - Maintain regular communication with parents on students' - Maintain health, hygiene, and cleanliness within the school and in the neighborhood. - Ensure the protection and security of people and school property.	

		• Promote extracurricular activities and encourage students to participate in sports and cultural activities.		

34	Software development Teacher	• Prepare pedagogical documents as per module. • Deliver training ~~sessions~~ as per module outcomes.	A1	❖ Advanced diploma/Diploma in Computer Science ❖ Advanced diploma/Diploma Software Engineering ❖ Advanced diploma/Diploma Business and Information Technology ❖ Advanced diploma/Diploma Information Systems.
35	Software development Teacher	• Facilitate the learning process in the trade. • Ensure classroom management. • Develop and innovate course content to keep the training relevant and updated, international standards. • Conduct formative and summative assessments and reassess where need	A0	❖ Bachelor's degree in software engineering ❖ Bachelor's degree in computer science ❖ Bachelor's degree in information systems ❖ Bachelor's degree in business information technology ❖ Bachelor's degree in information technology
36	Hairdressing Teacher		A2	❖ Diploma (A2) in any field with at least 1 year of TVET Certificate in Hairdressing

	be.	
	• Mark assessments and provide timely feedback to students.	
	• Build students portfolio	
	• Provide assessment reports to the supervisor.	
	• Participate in integrating industry and academic standards within trade.	
	• Maintain tools and equipment used by trade.	
	• Plan, requisition, and verify the availability and proper functioning of all required tools, equipment, and consumables prior to session delivery to ensure effective and uninterrupted practical training.	
	• Provide report on utilization of training consumables.	
	• Proactively engage and collaborate with industry partners and relevant stakeholders to ensure continuous relevance, alignment, and	

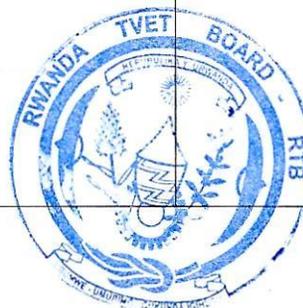|				
		development of training programs in line with labour market needs. • Plan and facilitate technology demonstrations, practical training sessions, and coaching programs to enhance students' technical competencies. • Assist students in setting up innovative design/ ideas • Conduct continuous innovations and maintain up-to-date professional knowledge to support the development and advancement of the trade. • Maintain an effective filing system for all required documentation, Perform other job-related duties assigned by the supervisor.		

37	Deputy Head Teacher in charge of discipline	• Perform day-to-day trainees' discipline. • Elaborate activity plan related to extra work within the school • Encourage trainees to participate in different sport activities • Work closely with trainees' council • Student Counseling and Mentorship • Crisis and Conflict Management • Participate in school leadership team meetings • Perform other job-related duties assigned by the supervisor	A0	❖ Bachelor's(A0) in bachelor's degree in education
38	IT technician	• Supporting and maintaining the school's computer systems • Technical Support • Device Maintenance • Network Management • User Account and System Management • Security and Data Protection • Support for Teaching and Learning • IT Inventory and Documentation • Training and Guidance	A1	❖ Advanced diploma/diploma in ICT ❖ Advanced diploma/diploma in Computer Science ❖ Advanced diploma/ diploma Information technology ❖ Advanced diploma/ diploma in Business Information Technology ❖ Advanced diploma/ diploma Computer application ❖ Advanced diploma/ diploma Software engineering

| 39 | Logistician | • In collaboration with the receiving committee, check the conformity of items delivered and receive them together with members.
• Track and manage all incoming and outgoing materials, tools, equipment, and consumables for various TVET programs.
• Keep the school Asset register and update it regularly.
• Report on the assets or equipment to be disposed of, in collaboration with the disposal committee.
• Prepare goods, received note for suppliers after proper verification of supplied goods.
• Ensure the proper movement of the school furniture.
• Ensure daily management of logistics order to facilitate the proper functioning of works.
• Ensure that consumables are readily available and used for daily practical activities.
• Ensure the codification and record of School materials.
• Keep and manage the stock of the school.
• Request the re-ordering of stock items in time to avoid any shortage in | A0 | ❖ Bachelor's degree in Logistics,
❖ Bachelor's degree in supply chain management,
❖ Bachelor's degree in business administration
❖ Bachelor's degree in economics
❖ Bachelor's degree in management
❖ Bachelor's degree in Store Management
❖ Bachelor's degree Economics and business studies
❖ Bachelor's degree in accounting
❖ Bachelor's degree in finance
❖ Bachelor's Degree in Assets Management
❖ Bachelor's Degree in Logistics Management |

		inventory. • Record the movements of the stocks on daily basis by filling out stock cards. • Prepare monthly, quarterly, and annual report of stocks and Assets • Keep fuel vouchers and release vouchers from authorized competent authorities to concerned drivers • Where applicable; Verify regularly the school's vehicle logbook and coordinate the management of hired vehicles.		
40	Secretary	• Receive, check and record incoming and outgoing mails. • Proper reception and dispatching of correspondences. • Ensure the security of school correspondence and stamp; • Receive school clients and visitors and provide orientation • Perform other job-related duties assigned by the supervisor.	A2	❖ A2 certificate in office management ❖ A2 certificate in secretary ❖ A2 certificate Secretarial Studies

Application Guidelines

- Interested Applicants will apply through https://recruitment.mifotra.gov.rw/

Dipl.-Eng. Paul UMUKUNZI
Director General
Rwanda TVET Board