

## **Guidelines for those who want to be trainers in TVET Schools**

TVET Trainers Recruitment Portal is a system which is offering self- service and web-based applications which are more user friendly to provide reliable service delivery.

Below are the guidelines for a job applicant to get registered in TVET trainers' recruitment;

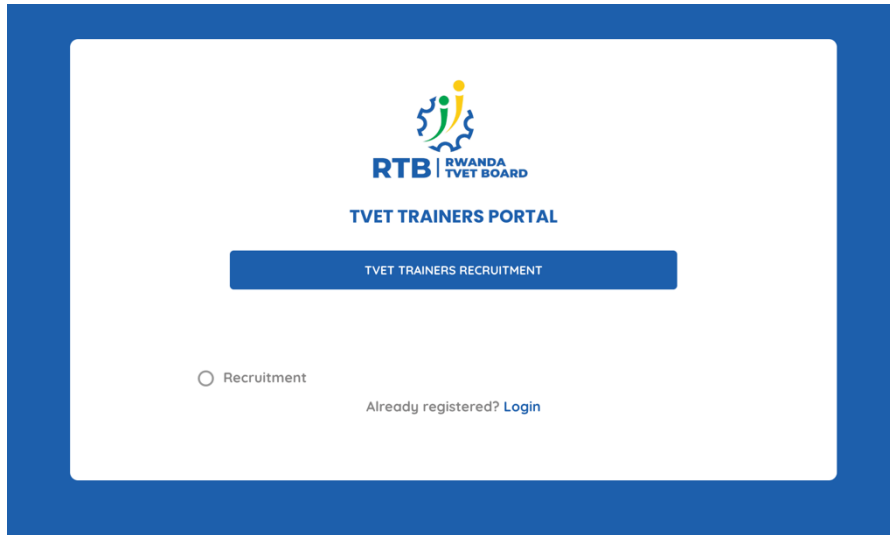
### **I. What you need to prepare before you go to the system**

- Certificate/ Degree
- Transcripts
- To whom it may concern/ Attestation de service rendu
- Email account
- Copy of National ID
- Other training certificates you have
- CV

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

### **II. How to access the list of vacant positions?**

1. You have to visit <https://recruitment.rtb.gov.rw/>
2. Click on recruitment icon/button to view the vacant positions



3. Click on each position to view the details



### III. How to Register?

1. Click on the “**Start Registration**” and fill in the required information.

Interested in any vacant position ?Please Register

[Start Registration](#)

Firstname Lastname

Firstname Lastname

Phone Email

0788888888 nicoco@gmail.com

Gender National ID

Gender Enter your National Id

Average marks on Transcript

Qualification

In which district do you want to work in ?

[Next](#)

Already registered? [Login](#)

2. During the registration process, make sure that **your email account is valid and correct** as it will be used as username for logging in process.
3. Your password should have at least 8 characters, one digit(s), at least one lower case letter(s), at least one upper case letter(s), and at least one non-alphanumeric character(s) such as !@#%& ... (E.g: )

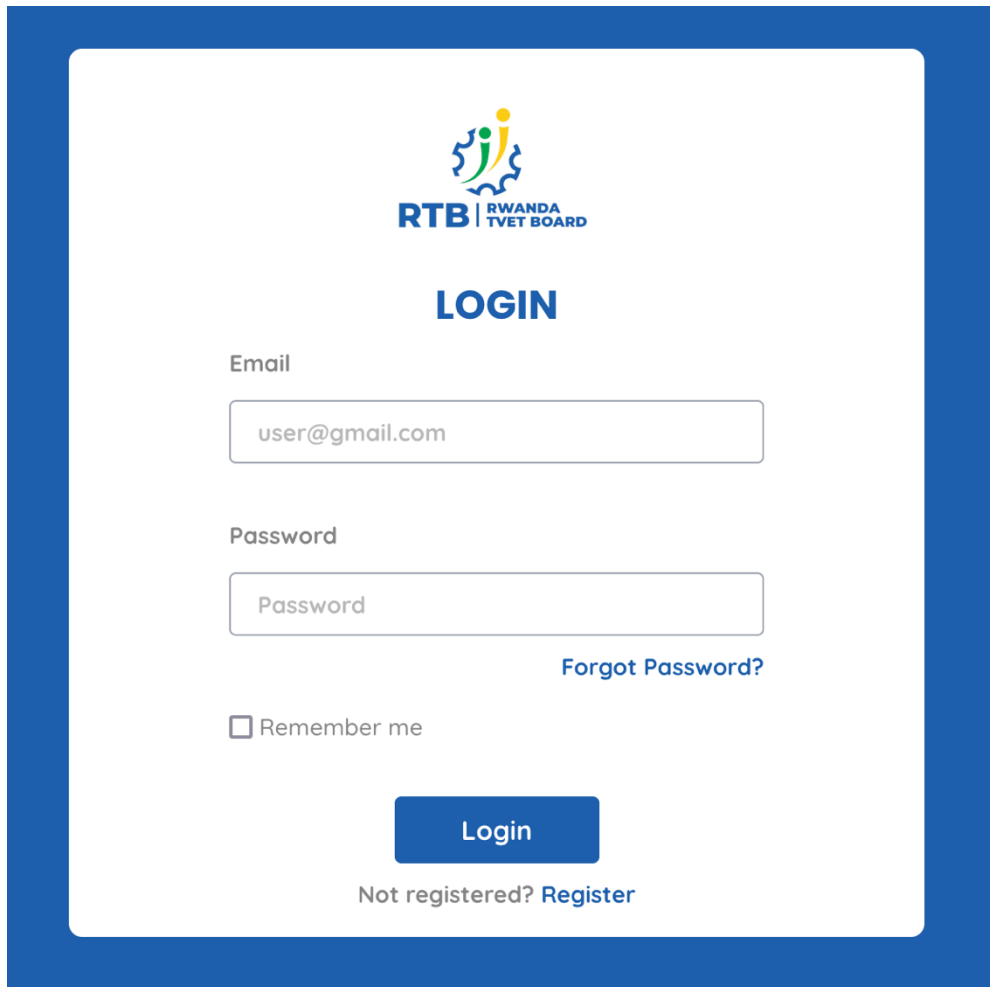
## REGISTER

1 ————— 2  
PERSONAL INFO.                      APPLICANT ADDRESS INFO.

Province	District
<input style="width: 90%;" type="text" value="Northen"/>   v	<input style="width: 90%;" type="text" value="Gicumbi"/>   v
Sector	Cell
<input style="width: 90%;" type="text" value="Nyankenke"/>   v	<input style="width: 90%;" type="text" value="Kigogo"/>   v
Password	Village
<input style="width: 90%;" type="text" value="Password"/>	<input style="width: 90%;" type="text" value="Gakoma"/>   v
Confirm Password	
<input style="width: 90%;" type="text" value="Confirm Password"/>	

Already registered? [Login](#)

- To login, click on **Login** icon and put your username (email account used for registration) and created password (set during registration)




The screenshot shows the login interface for the RTB Rwanda TVET Board. At the top center is the RTB logo. Below it, the word "LOGIN" is displayed in a large, bold, blue font. There are two input fields: "Email" with the placeholder text "user@gmail.com" and "Password" with the placeholder text "Password". To the right of the password field is a blue link that says "Forgot Password?". Below the input fields is a checkbox labeled "Remember me". At the bottom center is a blue button with the text "Login". Below the button is the text "Not registered? Register" with a blue link for "Register".

#### **IV. How to Apply?**


1. Click on the application icon/tab on left side and go to my applications.

Applicant / Dashboard



Home  
 Application >

Logout




**Modeste Nimuhire**  
 Applying Trainer

- Phone Number: 0781921828
- Email: nimodeste2020@yahoo.fr
- Gender: MALE
- National ID: 1193672399234343

- Upload your documents as required (Certificate/Degree, Transcripts, National ID and CV are mandatory \*) and then click on **Save** button

Applicant / Dashboard / Applications



Home  
 Application >  
 My applications

Logout

Applications

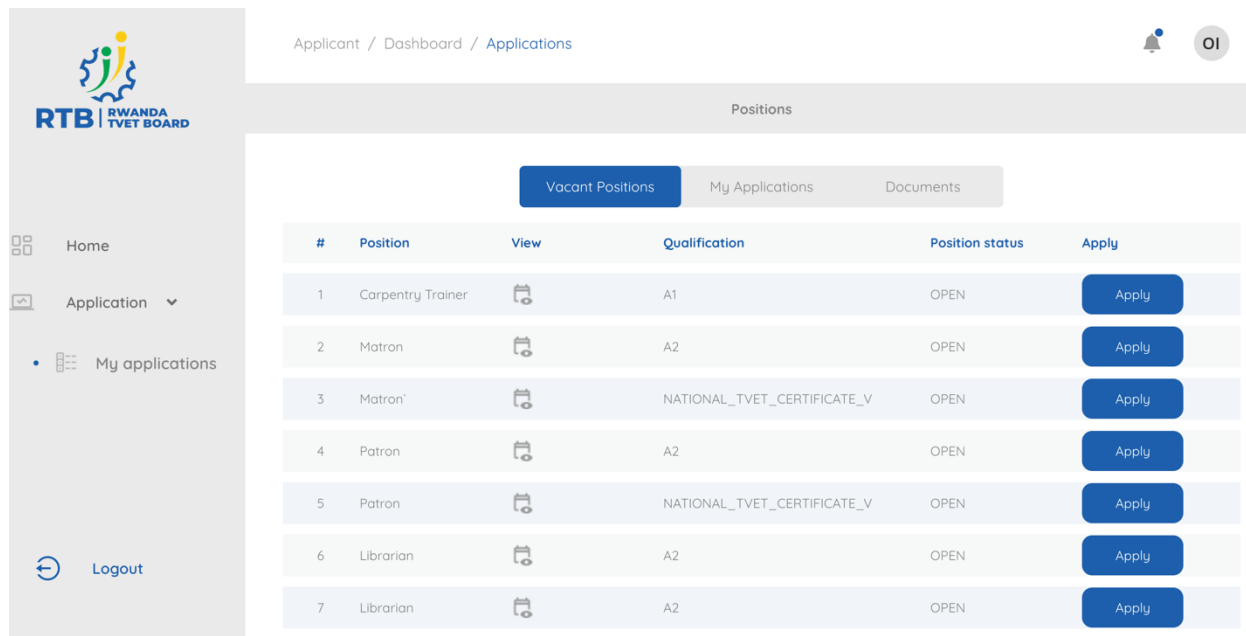
[Vacant Positions](#)   [My Applications](#)   **[Documents](#)**

Complete your application by uploading documents (Accepts only pdf, \* required)

<p>Upload CV *</p> <div style="border: 1px dashed gray; padding: 10px; width: 100%;"> <p>Drag and drop or <a href="#">click to browse</a></p> </div>	<p>Upload Diploma *</p> <div style="border: 1px dashed gray; padding: 10px; width: 100%;"> <p>Drag and drop or <a href="#">click to browse</a></p> </div>	<p>Upload Transcript *</p> <div style="border: 1px dashed gray; padding: 10px; width: 100%;"> <p>Drag and drop or <a href="#">click to browse</a></p> </div>
<p>Upload your NationalID pdf copy *</p> <div style="border: 1px dashed gray; padding: 10px; width: 100%;"> <p>Drag and drop or <a href="#">click to browse</a></p> </div>	<p>Upload Service Certificate</p> <div style="border: 1px dashed gray; padding: 10px; width: 100%;"> <p>Drag and drop or <a href="#">click to browse</a></p> </div>	<p>Upload Other Certificate</p> <div style="border: 1px dashed gray; padding: 10px; width: 100%;"> <p>Drag and drop or <a href="#">click to browse</a></p> </div>

**Save**

- To whom it may concern/ Attestation de service rendu, and any other training certificates you have are additional documents.
- Click on Vacant positions icon/tab to select your qualified position(s) and then click to apply button. After applying on each position, you will get a confirmation email.



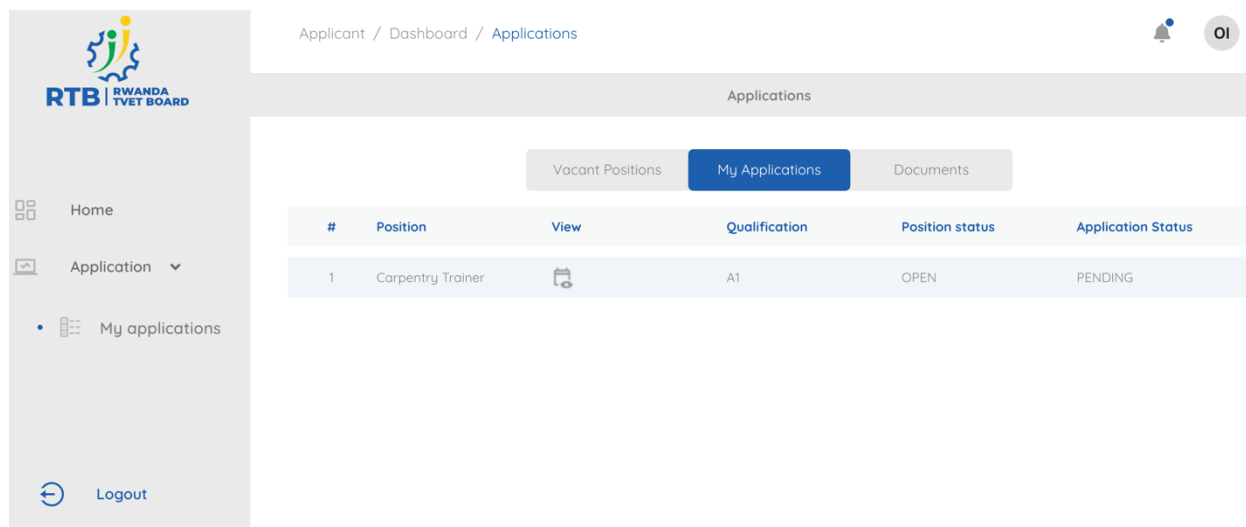
Applicant / Dashboard / Applications

Positions

Vacant Positions | My Applications | Documents

#	Position	View	Qualification	Position status	Apply
1	Carpentry Trainer		A1	OPEN	Apply
2	Matron		A2	OPEN	Apply
3	Matron		NATIONAL_TVET_CERTIFICATE_V	OPEN	Apply
4	Patron		A2	OPEN	Apply
5	Patron		NATIONAL_TVET_CERTIFICATE_V	OPEN	Apply
6	Librarian		A2	OPEN	Apply
7	Librarian		A2	OPEN	Apply

- If you want to countercheck the applied position(s), click on my applications icon/tab.



Applicant / Dashboard / Applications

Applications

Vacant Positions | My Applications | Documents

#	Position	View	Qualification	Position status	Application Status
1	Carpentry Trainer		A1	OPEN	PENDING

Those who have difficulty to get internet and computer you can go to the nearest school which have smart classroom for support, but you need to have with you the scanned documents as highlighted before.

**For more information or support you can contact the following number:**

1. Support +250788265200
2. Support +250788716877
3. Support +250783124087
4. Support +250783111887
5. Support +250788435520