

ITANGAZO

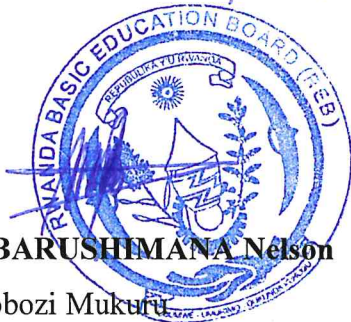
Urwego rw'Igihugu rushinzwe Uburezi bw'Ibanze (REB) ruramenyesha abantu bose bifuzwa akazi ku myanya yo kwigisha (Teaching Staff) no mu buyobozi bw'amashuri (Administrative Staff) mu mashuri y'incuke, abanza n'ayisumbuye, ko hari imyanya yashyizwe ku isoko, bityo bakaba bashishikarizwa kwihutira gusaba akazi banyuze muri E-recruitment ya MIFOTRA guhera uyu muni tariki ya **18 Ukwakira 2024** kugeza tariki ya **29 Ukwakira 2024**. Urutonde rw'imyanya ipiganirwa murarusanga muri system ya MIFOTRA.

Ikitonderwa:

- Abakandida bafite "To Whom" igaragaza ko barangije amasomo yabo bemerewe gutanga ubusabe bwabo (Job application) ariko bakazajya mu kazi bamaze kwerekana impamyabumenyi z'umwimerere (Original certificates/ Degrees)
- Abakandida bakoze ibizami by'akazi mu mwaka wa 2022 bakiri ku rutonde rw'abategereje (Waitlist) kandi bakaba bakifuzwa akazi, bashobora kongera gusaba gukora ibizamini by'akazi kuko urutonde rwabo ruzarangirana n'uyu mwaka wa 2024.

Tubifurije amahirwe masa.

Bikorewe i Kigali, ku wa *18. /10./ 2024*



Dr. MBARUSHIMANA Nelson
Umuyobozi Mukuru

TEACHING AND SCHOOL ADMINISTRATIVE POSITIONS ADVERTISED

No	POSITION	Degree	Scale	# of positions	Job Profile
1	Head Teacher of Secondary School (A0)	A0	4.II	1	<ul style="list-style-type: none"> Bachelor's degree of education Having at least 5 years teaching/administration experience in secondary schools or 5 years in school leadership for primary school head teachers.
2	Head Teacher of Primary School (A2)	A2	9.II	1	<ul style="list-style-type: none"> General secondary school certificate in Education Having at least 5 years teaching experience in primary school
3	Deputy Head Teacher in Charge of Studies (A0)	A0	5.II	1	<ul style="list-style-type: none"> Bachelor's degree in education Having at least FIVE years teaching experience in secondary school or 5 years in school leadership for primary school head teachers
4	Deputy Head Teacher in Charge of Discipline (A0)	A0	5.II	1	<ul style="list-style-type: none"> Bachelor's degree in educational psychology Bachelor's degree in psycho-pedagogy, Bachelor's degree in psychology, Bachelor's degree in clinical psychology, Having experience in education is additional advantage
5	Biology teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Biology with education Bachelor's degree in biology combined with any other subject with Education
6	Bursar (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's degree in accounting Bachelor's degree in finance
7	Chemistry and biology teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's degree of Chemistry and Biology with education
8	Chemistry teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's degree of Chemistry with education Bachelor's degree in chemistry combined with any other subject with Education
9	Computer lab attendant (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's degree of Computer Sciences with education
10	Computer sciences teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's degree of Computer Sciences with education Bachelor's degree in computer sciences combined with any other subject with Education
11	Foundation ECLPE teacher A0	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's degree of ECLPE with education

12	Foundations of Education teacher A0	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Foundations of Education
13	Economics teacher A0	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Economics with education Bachelor's degree in economics combined with any other subject with Education
14	English and french teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of English and French with education
15	English and kinyarwanda teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of English and Kinyarwanda with education
16	English and kiswahili teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of English and Kiswahili with education
17	English and literature in english teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of English and Literature in English with education
18	English teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of English with education Bachelor's Degree in English combined with any other subject with Education
19	Entrepreneurship and Economics teacher A0	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Entrepreneurship Economics with education
20	Entrepreneurship teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Entrepreneurship with education Bachelor's Degree in Entrepreneurship combined with any other subject with Education
21	Religious and ethics teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Religious and Ethics with education
22	Social Studies teacher A0	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Social Studies with education
23	French teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of French with education Bachelor's Degree in French combined with any other subject with Education
24	Geography and economics teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Geography and Economics with education
25	Geography and history teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Geography and History with education
26	Geography teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Geography with education Bachelor's Degree in Geography combined with any other subject with Education

27	History and Economics teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of History and Economics with education
28	History teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of History with education Bachelor's Degree in History combined with any other subject with Education
29	ICT teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of ICT or Computer Science with education
30	Inclusive and special needs education teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Inclusive and Special Needs with education
31	Kinyarwanda teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Kinyarwanda with education Bachelor's Degree in Kinyarwanda combined with any other subject with Education
32	Kiswahili teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Kiswahili with education Bachelor's Degree in Kiswahili combined with any other subject with Education
33	Literature in english teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Literature in English with education Bachelor's Degree in Literature in English combined with any other subject with Education
34	Mathematics and biology teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Mathematics and Biology with education
35	Mathematics and chemistry teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Mathematics and Chemistry with education
36	Mathematics and computer sciences teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Mathematics and Computer Sciences with education
37	Mathematics and geography teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's degree of Mathematics and Geography with education
38	Mathematics and physics teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's degree of Mathematics and Physics with education
39	Mathematics teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's degree of Mathematics with education Bachelor's Degree in Mathematics combined with any other subject with Education
40	Physical Education and Sport Teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Physical Education and Sport with education Bachelor's Degree of Physical education and sports combined with any other subject with Education

41	Physics and chemistry teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Physics and Chemistry with education
42	Physics and geography teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Physics and Geography with education
43	Physics teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Physics with education
44	Psychology teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Psychology with education or Bachelor's degree of Foundation of education
45	Science lab attendant (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Physics, Chemistry or Biology with education
46	Music, dance and drama teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of any combination with performing Arts with education
47	Creative performance/fine art/music teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of any combination with performing Arts with education
48	Auditing teacher A0	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's(A0) in Bachelors in Business Studies Bachelor's(A0) in Bachelor's Degree in Accounting Bachelor's(A0) in Bachelor's Degree in Finance
49	Financial Accounting teacher A0	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's(A0) in Bachelors in Business Studies Bachelor's(A0) in Bachelor's Degree in Accounting Bachelor's(A0) in Bachelor's Degree in Finance
50	Taxation teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's(A0) in Bachelor's in Taxation Bachelor's(A0) in Bachelor's Degree in Finance Bachelor's(A0) in Bachelor's Degree in Accounting Bachelor's(A0) in Bachelors in Business Studies
51	Biology and chemistry teacher (A1)	A1	8.II	1	<ul style="list-style-type: none"> Advanced Diploma of Biology and Chemistry with education
52	English and kiswahili teacher (A1)	A1	8.II	1	<ul style="list-style-type: none"> Advanced Diploma of Kiswahili and English with education
53	French and english teacher (A1)	A1	8.II	1	<ul style="list-style-type: none"> Advanced Diploma of French and English with education
54	Geography and history teacher (A1)	A1	8.II	1	<ul style="list-style-type: none"> Advanced Diploma of Geography and History with education

55	Kinyarwanda and english teacher (A1)	A1	8.II	1	<ul style="list-style-type: none"> Advanced Diploma of Kinyarwanda and English with education
56	Mathematics and biology teacher (A1)	A1	8.II	1	<ul style="list-style-type: none"> Advanced Diploma of Mathematics and Biology with education
57	Mathematics and chemistry teacher (A1)	A1	8.II	1	<ul style="list-style-type: none"> Advanced Diploma of Mathematics and Chemistry with education
58	Mathematics and ICT teacher (A1)	A1	8.II	1	<ul style="list-style-type: none"> Advanced Diploma of Mathematics and Computer Sciences with education
59	Mathematics and geography teacher (A1)	A1	8.II	1	<ul style="list-style-type: none"> Advanced Diploma of Mathematics and Geography with education
60	Mathematics and physics teacher (A1)	A1	8.II	1	<ul style="list-style-type: none"> Advanced Diploma of Mathematics and Physics with education
61	Physics and chemistry teacher (A1)	A1	8.II	1	<ul style="list-style-type: none"> Advanced Diploma of Physics and Chemistry with education
62	Social and Religious Education Teacher (A2)	A2	10.II	1	<ul style="list-style-type: none"> General Secondary School Certificate in Teaching Social and Religious Studies General Secondary School Certificate in Normal Primaire
63	Mathematics and Science & Elementary Technology Teacher (A2)	A2	10.II	1	<ul style="list-style-type: none"> General Secondary School Certificate in Teaching Sciences and Mathematics, General Secondary School Certificate in Sciences and Mathematics Education. General Secondary School Certificate in Normal Primaire
64	Languages Teacher (A2)	A2	10.II	1	<ul style="list-style-type: none"> General Secondary School Certificate in Teaching Modern Languages (TML), General Certificate of Secondary School in Languages Education (LE). General Secondary School Certificate in Normal Primaire
65	Pre-Primary and Lower Primary Teacher (A2)	A2	10.II	1	<ul style="list-style-type: none"> General Secondary School Certificate of Education in Early Childhood and Lower Primary Education, General Certificate of Secondary school in Normale Primaire General Secondary School Certificate in Normal Primaire
66	Accountant Secretary of Primary school (A2)	A2	10.II	1	<ul style="list-style-type: none"> A2 certificate in accounting
67	Secretary (A2)	A2	10.II	1	<ul style="list-style-type: none"> A2 certificate in secretary studies A2 certificate in accounting

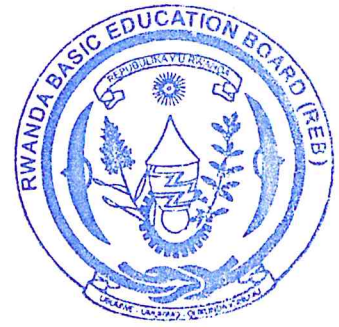
68	Patron (A2)	A2	10.II	1	<ul style="list-style-type: none"> General Certificate of Secondary School in Education (TSM, TML, TSS, ECLPE, NP)
69	Matron (A2)	A2	10.II	1	<ul style="list-style-type: none"> General Certificate of Secondary School in Education (TSM, TML, TSS, ECLPE, NP)
70	Librarian (A2)	A2	10.II	1	<ul style="list-style-type: none"> General Certificate of Secondary School in Education (TSM, TML, TSS, ECLPE, NP)
71	Braille Teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's degree in education, Certificate in Braille language or recommendation proving experience of teaching learners with visual disabilities.
72	Sign Language Teacher (A0)	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's degree in education, Certificate in Sign Language or recommendation proving experience of teaching Learners with hearing disabilities

Job responsibilities for school Head Teachers

- To set strategic direction of a school;
- To prepare School Strategic Plan;
- To make timely reports;
- To lead learning;
- To lead teaching;
- To manage a school as an organization;
- To work closely with parents, other schools and the wider community;
- To promote Continuous Professional Development (CPD) activities at school level.

Job responsibilities for Deputy Headteacher in charge of Studies

- To prepare the elaboration of timetable;
- To supervise the activities of teaching and learning;
- To support teachers to acquire and look after teaching materials;
- To ensure the interim in the absence of the HeadTeacher;
- To prepare professional education training of the teachers.
- To promote Continuous Professional Development (CPD) activities at school level.



Job responsibilities for Deputy Headteacher in charge of Discipline

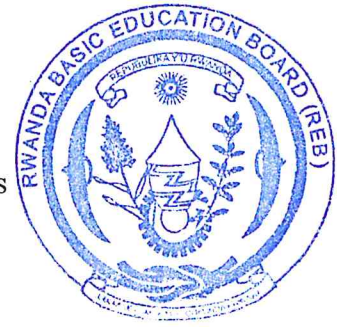
- Developing and implementing discipline policies;
- Monitoring students and Teachers behavior;
- Providing support and guidance to staff;
- Liaising with Parents and Teachers;
- Ensuring a safe school environment.

Job responsibilities for Teachers

- To teach and educate students according to guidelines provided by the National Curriculum Framework under the overall guidance of the competent education authority;
- To teach and educate students according to the educational needs, abilities, and attainment potential of individual students and groups of students;
- Planning, preparing, and delivering lessons to all students in the class;
- Adopting and working towards the implementation of the school development plan;
- Assigning work, correcting and marking work carried out by his/her students;
- Assessing, recording, and reporting on the development, progress, attainment, and behaviour of individual students;
- Providing or contributing to oral and written assessments, reports, and references relating to individual students or groups of students;

Job responsibilities for Bursar and Accountant Secretary of Primary school

- Prepare financial reports as required;
- Prepare annual budgets ;
- Undertake bookkeeping of expenses;
- Undertake monthly bank reconciliations;
- Ensure accounts are prepared for audit at the end of the year;
- Maintain cash flow projections for the current and future years;
- Oversee the payment of all invoices;
- Keep analysis of costs and other statistical records;
- Prepare income-generating projects for the school;
- Manage contractual staff of the school;



- Take care of school assets like furniture, buildings, land, and others
- And any other duty assigned by the supervisor.

Job responsibilities for Matron & Matron

- To prepare a school health plan;
- To supervise school feeding program at school and advise on its improvement;
- To conduct a school's environmental and sanitation standards;
- To follow up on the implementation of school health guidelines;
- To prepare a school safety plan;
- To conduct a school safety check;
- To prepare a school crisis management Manual;
- To ensure the students' discipline all the time (during the day and night time);
- To supervise all students' extracurricular activities at school and out of school;

Job responsibilities for Librarian

- Assist students in locating and selecting desired or needed books, periodicals, pamphlets, materials, or technology support.
- Instruct students in library science, appropriate student behavior, and use of technology.
- Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students;
- Providing guidance and advice to students on educational and social matters and on their further education and future careers;
- Plan and perform practical activities
- Oversee the selection, organization, and distribution of materials and equipment

Competency and Key Technical Skills required for all positions

- Integrity;
- Strong critical thinking skills and excellent problem-solving skills;
- Inclusiveness;
- Accountability;
- Communication;

- Commitment to continuous learning;
- Analytical skills;
- Problem-solving skills;
- Decision-making skills;
- Leadership skills;
- Mentoring and coaching skills;
- Time management skills;
- Digital literacy skills.

Done at Kigali, on 18/10/2024

Dr. MBARUSHIMANA Nelson
Director General

