

ITANGAZO

Urwego rw'Igihugu rushinzwe Uburezi bw'Ibanze (REB) ruramenyeshya abantu bifuzwa akazi ku myanya yo kwigisha (Teaching Staff) no mu buyobozi bw'amashuri (Administrative Staff) mu mashuri y'incuke, abanza n'ayisumbuye bafite impamyabumenyi zisabwa ko hari imyanya yashyizwe ku isoko. Bityo, bakaba bashishikarizwa kwihutira gusaba akazi banyuze mu buryo bw'ikoranabuhanga (MIFOTRA, E-recruitment) guhera uyu muni tariki ya **12** kugeza ku ya **20 Gashyantare, 2026**. Urutonde rw'imyanya ipiganirwa murarusanga ku mugereka w'iri tangazo no muri sisiteme ya MIFOTRA. Usaba akazi agomba kuba yiteguye gukorera ahariho hose mu Gihugu haboneka umwanya.

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).

Tubifurije amahirwe masa.

Bikorewe i Kigali, ku wa *12/02/2026*


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	4.II	1	<ul style="list-style-type: none"> Bachelor's degree of education Having at least 6 years teaching/administration experience in secondary schools or 6 years in school leadership for primary school head teachers.
2	Deputy Headteacher in charge of Studies	A0	5.II	1	<ul style="list-style-type: none"> Bachelor's degree in education Having at least 3 years teaching experience in secondary school or 3 years in school leadership for primary school head teachers
3	Deputy Headteacher in charge of Discipline	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, Bachelor's Degree of Foundations of Education Bachelor's Degree of Social Studies with education Bachelor's Degree of Sociology Bachelor's Degree of Social work
4	Head teacher of primary school	A2	9.II	1	<ul style="list-style-type: none"> General secondary school certificate in Education or its equivalent. Having at least 6 years teaching experience in primary school
5	Matron A2	A2	10.II	1	<ul style="list-style-type: none"> General Certificate of Secondary School in Education (TSM, TML, TSS, ECLPE, NP), <p>Candidates must be having single marital status.</p>

6	Accountant Secretary of Primary school (A2)	A2	10.II	1	<ul style="list-style-type: none"> A2 certificate in accounting
7	Patron A2	A2	10.II	1	<ul style="list-style-type: none"> General Certificate of Secondary School in Education (TSM, TML, TSS, ECLPE, NP) <p>Candidates must be having single marital status.</p>
8	English and French teacher A0	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of English and French with education
9	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 Bachelor's Degree of Drama With Education
10	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
11	English and Kiswahili teacher A0	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of Kiswahili and English with education
12	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
13	English and Kinyarwanda teacher A0	A0	6.II	1	<ul style="list-style-type: none"> Bachelor's Degree of English and Kinyarwanda with education
14	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

15	Mathematics and Physics teacher A0	A0	6.II	1	<ul style="list-style-type: none"> • Bachelor's degree of Mathematics and Physics with education
16	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
17	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
18	Psychology Teacher A0	A0	6.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, • Bachelor's Degree of Foundations of Education • Bachelor's Degree in Earlychildhood Education
19	Educational Psychologist	A0	6.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,
20	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
21	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

					<ul style="list-style-type: none"> • Bachelors' degree (A0) in Business Studies
22	English and French teacher A1	A1	8.II	1	<ul style="list-style-type: none"> • Diploma (A1) in Education with English and French
23	English and Kiswahili teacher A1	A1	8.II	1	<ul style="list-style-type: none"> • Diploma (A1) in Education with English and Kiswahili
24	English and Kinyarwanda teacher A1	A1	8.II	1	<ul style="list-style-type: none"> • Diploma (A1) of Education with English and Kinyarwanda
25	Mathematics and Physics teacher A1	A1	8.II	1	<ul style="list-style-type: none"> • Diploma (A1) of Education in Mathematics and Physics
26	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
27	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
28	Headteacher of Primary School	A0	10.II	1	<ul style="list-style-type: none"> • Bachelor's degree of education; Having at least 6 years of teaching/or school leadership and administration experience

A. Key Responsibilities for school Head Teachers (Secondary and Primary)

Academic Leadership

- Lead the implementation of the national curriculum for **primary and/or secondary education**.
- Supervise teaching and learning to ensure quality instruction, syllabus coverage, and improved learner performance.
- Monitor lesson planning, learner assessment, and examination preparation, including national examinations where applicable.
- Promote continuous professional development of teachers.

School Administration and Management

- Manage day-to-day school operations in accordance with **MINEDUC and REB** policies and school regulations.
- Prepare school timetables, operational plans, and internal rules and regulations.
- Ensure proper record-keeping of learners, staff, and school assets.



- Oversee maintenance and effective use of school facilities, laboratories, libraries, and ICT resources.

Human Resource Management

- Supervise, guide, and appraise teaching and non-teaching staff.
- Promote discipline, teamwork, and professional ethics among staff.
- Identify staffing needs and make recommendations to the school governing authority.

Learner Welfare and Discipline

- Ensure a **safe, inclusive, and child-friendly learning environment**.
- Enforce learner discipline in line with child protection and positive behavior management policies.
- Promote moral values, good conduct, and holistic learner development.
- Support guidance, counseling, and career orientation services.

Financial and Resource Management

- Participate in preparation and implementation of the school budget.
- Ensure transparent and efficient use of school funds and resources.
- Mobilize resources and support school development initiatives where applicable.

Communication and Stakeholder Engagement

- Serve as the main liaison between the school, parents, education authorities, partners, and the community.
- Organize and chair staff meetings, parents' meetings, and school committees.
- Represent the school in official functions and meetings.

Compliance, Monitoring, and Reporting

- Ensure compliance with education laws, policies, and regulations of Rwanda.
- Prepare and submit periodic academic, administrative, and financial reports to relevant authorities.
- Implement recommendations from school inspections and audits.

Strategic Leadership

- Lead school improvement planning and innovation in teaching and learning.
- Promote co-curricular activities and values-based education.
- Uphold the school's vision, mission, and institutional values.
- To promote Continuous Professional Development (CPD) activities at school level.

B. Job responsibilities for Deputy Headteacher in charge of Studies

- Prepare and coordinate the school timetable in collaboration with the Head Teacher and teaching staff.
- Supervise and monitor teaching and learning activities to ensure effective curriculum delivery.
- Support teachers in acquiring, using, and properly managing teaching and learning materials.
- Assume responsibility for the school in the absence of the Head Teacher.
- Plan and coordinate professional training activities for teachers.



- Promote and oversee **Continuous Professional Development (CPD)** activities at school level.

C. Job responsibilities for Deputy Headteacher in charge of Discipline

- Develop and implement effective school discipline policies and procedures.
- Monitor and promote appropriate behavior among students and teaching staff.
- Provide guidance, support, and mentorship to school staff on discipline matters.
- Communicate and collaborate with parents and teachers to address behavioral issues.
- Ensure a safe, orderly, and conducive learning environment for all.

D. Job responsibilities for Educational Psychologist

- Counsel parents on child development issues.
- Support students during traumatic events (Failure, abuse, disaster).
- Early detection of developmental delays and learning difficulties.
- Support students with anxiety, trauma, low self-esteem, behavioral issues, or social difficulties.
- Monitor and promote appropriate behavior among students and teaching staff.
- Provide guidance, support, and mentorship to school staff on discipline matters.
- Communicate and collaborate with parents and teachers to address behavioral issues.
- Ensure a safe, orderly, and conducive learning environment for all.
- Support to conduct cognitive, behavioral, emotional, and academic assessments.

E. 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;

F. Job responsibilities 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.



G. Job responsibilities for Matron & Patron

- 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;

H. 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 12/2/2026


Dr. MBARUSHIMANA Nelson
Director General

