



Terms of Reference (ToR) for Mechanization Instructor – YESPAR Project (AMITH)

Position Title: Mechanization Instructor

Duty Station: Amizero Institute of Technology and Hospitality (AMITH), Kayonza District

Reports to: AMITH Director and YESPAR Project Manager (RWARRI)

Duration: Eight (8) months, Renewable

Project: Youth Empowerment for Sustainable and Profitable Agriculture in Rwanda (YESPAR)

Submission Link: <https://rwarrims.rwarri.org/observer/quotation-requests/68f77b56775e49751b724f59/fill>

1. Introduction and Background

Rwanda Rural Rehabilitation Initiative (RWARRI) is a non-governmental organization dedicated to promoting and improving the socio-economic welfare of rural communities in Rwanda. The organization was conceived in 1994 and started implementing its activities in Rwanda in 1995. RWARRI is registered with the Rwanda Governance Board (RGB), a government body tasked with regulating Civil Society Organizations (CSOs) under registration number 023/11. For promoting education, RWARRI initiated a technical and vocational education training (TVET) school named Amizero Institute of Technology and Hospitality (AMITH). This school started operating with the trade of culinary art, Hairdressing, Masonry, Tailoring, Welding, and Carpentry. With the idea of expanding its contribution to the development of rural areas through agriculture and youth employment, RWARRI is partnering with SUYANA Foundation, a Switzerland organization whose aim is to support individuals and communities by enhancing health, education, and livelihood, and fostering local commitment for long-lasting positive impact. This partnership is for initiating the short courses in agriculture in the trade of Mechanization, irrigation, and Post Harvest Handling and storage through a project named Shaping the Next Generation of Agriculture or Youth Empowerment for Sustainable and Profitable Agriculture in Rwanda (YESPAR). Through this project, RWARRI seeks to recruit a Mechanization Instructor to deliver short courses in agricultural mechanization under AMITH TVET School.

2. Purpose of the Role

The Mechanization Instructor will be responsible for training YESPAR-supported students in agricultural mechanization, ensuring they acquire both theoretical knowledge and practical skills necessary for employment or entrepreneurship in the mechanization sector.

3. Key Duties and Responsibilities

The Mechanization Instructor will:

- Teach and train students according to the Rwanda TVET Board (RTB) Competence-Based Curriculum and AMITH training standards.
- Prepare and deliver both theoretical and practical lessons on:
 - Tractor operation and maintenance
 - Farm implements and machinery
 - Basic hydraulics and power transmission systems
 - Farm workshop management and safety
 - Preventive maintenance and repair procedures
- Plan, prepare, assess student work, and maintain up-to-date training records.
- Supervise and guide students during field demonstrations and practical sessions.
- Make a follow up to the student during internship period and provide a feedback report.
- Develop lesson plans, training materials, and practical exercises aligned with industry needs.
- Evaluate students' performance and provide regular feedback and reports.
- Participate in curriculum reviews and contribute to improving training quality.
- Promote good discipline, time management, and work ethics among students.
- Collaborate with RWARRI and AMITH staff in organizing field visits and mechanization demonstrations.
- Ensure proper management and maintenance of training equipment, tools, and machines.
- Carry out any other duties assigned by the Director and the YESPAR Project Manager and provide timely reports.

4. Qualifications and Competencies

- Advanced Diploma or bachelor's degree in Agricultural Mechanization, Mechanical Engineering, or related field.
- At least 1 year of experience in agricultural machinery operation, training, or workshop instruction.
- Strong practical skills in tractor operation and maintenance.
- Ability to operate tractors' implements, both for(big and small tractor power tiller)
- Excellent communication, organizational, and teamwork skills.
- Ability to motivate and mentor young trainees.

5. Duration and Reporting

This is an Eight (8) months contractual position, renewable based on performance and project needs. The Mechanization Instructor will report directly to the YESPAR Project Manager at RWARRI and work in close collaboration with the AMITH School Director.

6. Expected Outputs

- Well-prepared lessons and training plans.
- Improved practical competence of students in mechanization.
- Regular progress reports and student performance assessments.
- Properly managed and maintained training tools and equipment.

7. Evaluation and Application Requirements

Candidates will be evaluated based on their academic qualifications, relevant experience, and demonstrated practical skills in agricultural mechanization.

Interested applicants are required to submit the following documents:

- A detailed Curriculum Vitae (CV)
- Driving License for Tractors (Category F)
- A cover letter explaining their motivation and suitability for the position
- A copy of the highest academic diploma

Only shortlisted candidates will be contacted for the written exams and interviews.

Done on 21st October 2025

RWARRI's Executive Director

UWIZEYE Belange

