



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

Position Title: Mechanization Teaching Assistant

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

Reports to: Mechanization Instructor, 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/68f77caa775e49751b724f5b/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). To ensure effective delivery of mechanization courses, RWARRI seeks to recruit a Mechanization Teaching Assistant to support the Mechanization Instructor in both theoretical and practical training activities at AMITH TVET School.

2. Purpose of the Role

The Mechanization Teaching Assistant will assist the Mechanization Instructor in preparing and conducting both theoretical and practical lessons in agricultural mechanization. The role aims to ensure smooth lesson delivery, effective student supervision, and proper maintenance of training tools, equipment, and workshop facilities.

3. Key Duties and Responsibilities

The Mechanization Teaching Assistant will:

- Support the Mechanization Instructor in lesson preparation, delivery, and assessment in accordance with the Rwanda TVET Board (RTB) Competence-Based Curriculum and AMITH standards.
- Assist in setting up, organizing, and maintaining training materials, models, and tools before and after lessons.

Help with the demonstration of:

1. Tractor operation and routine maintenance procedures
 2. Use and adjustment of farm implements and machinery
 3. Safety practices in the workshop and field operations
 4. Basic mechanical troubleshooting and repair
- Supervise and guide students during practical sessions, ensuring proper use of tools and observance of safety rules.
 - Assist in monitoring students' attendance, participation, and performance during training.
 - Accompany and support students during fieldwork, farm demonstrations activities.
 - Maintain accurate inventory and records of workshop tools, training materials, and consumables.
 - Ensure cleanliness, organization, and safety in the workshop and storage areas.
 - Support the preparation of reports, attendance sheets, and assessment results for submission to the Mechanization Instructor.
 - Collaborate closely with the Instructor, AMITH staff, and the YESPAR team to ensure high-quality training delivery.
 - Carry out any other duties assigned by the Mechanization Instructor, AMITH Director, or YESPAR Project Manager

4. Qualifications and Competencies

- Advanced Diploma or Diploma in Agricultural Mechanization, Mechanical Engineering, or related technical field.
- At least six (6) months to one (1) year of hands-on experience in agricultural machinery operation, repair, or training assistance.
- Practical knowledge of tractors and small farm equipment operation.
- Basic skills in workshop organization, equipment handling, and preventive maintenance.
- Good communication and teamwork abilities.
- Strong work ethic, punctuality, and attention to safety standards
- Ability to guide and support trainees in practical sessions.

5. Duration and Reporting

This is an eight (8)-month contractual position, renewable based on performance and project needs. The Mechanization Teaching Assistant will report directly to the Mechanization Instructor and work in close collaboration with the AMITH School Director and the YESPAR Project Manager. Improved practical competence of students in mechanization; regular progress reports and student performance assessments. Properly managed and maintained training tools and equipment.

6. Expected Outputs

- Well-organized and prepared training materials and workshop setups.
- Efficient support during both theoretical and practical sessions.
- Safe and clean workshop and field training environment.
- Timely submission of student attendance, performance, and activity reports.
- Improved student learning experience and skill acquisition.

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)
- 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

