

---

**Guidelines for those who want to be a teacher or school administrator( HeadTeacher, Deputy HeadTeacher in Charge of Studies, Deputy HeadTeacher in Charge of Discipline, Bursar, Librarian, Secretary)**

SMART HR is the upgraded IPPIS 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 e-recruitment;

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

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

N.B: Certificate/Degree, Transcript and To Who May Concern (Attestation de Service rendu) need to be scanned in PDF and saved on your computer

II. How to create account or register register through:

1. You have to visit <https://e-recruitment.mifotra.gov.rw/#/welcome> or visit [www.mifotra.gov.rw](http://www.mifotra.gov.rw): and go then e-recruitment

2. Follow the following steps:

LOGIN

REGISTER

### Register

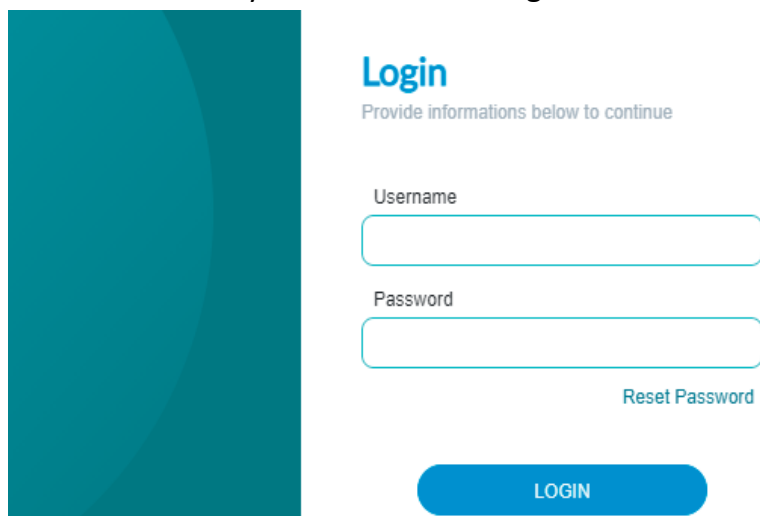
Create an account to access this application

Lastname	Firstname
<input type="text"/>	<input type="text"/>
National ID	Date Of Birth
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Email	Phone Number
<input type="text"/>	<input type="text"/>
<input type="button" value="CANCEL"/>	<input type="button" value="SUBMIT"/>

After submitting, the job applicant will get a username and password sent directly and electronically to his or her provided private email.

III. How to create the profile: after receiving username and password, you have to go again to the system and follow:

1. Go to the system and **click on Login**



The screenshot shows a login interface with a teal background on the left. The main content area has the heading "Login" in blue, followed by the instruction "Provide informations below to continue" in grey. There are two input fields: "Username" and "Password", both with rounded rectangular borders. Below the "Password" field is a link "Reset Password" in blue. At the bottom is a blue rounded rectangular button with the text "LOGIN" in white.

2. Change password
3. When you login in the system using your username and new password you created, will see the following: and **click on Profile**

### Profile

Home | Profile |

- Home
- Profile
- Education
- Experience
- Language
- Disability
- Awards
- References

4. Click on Education

Secondary | High Education

Secondary Education

Country  School Category  Secondary School  Combination / Option  Secondary Diploma

Last Year of Secondary

N.B: when you go to attachment, you have to select the document you save on you computer which you scanned in PDF.

### High Education

Country  Institution  Degrees

Qualification  Year of Completion

NB: If you don't find your institution or qualification, please email us on: [e-recruitmentsupport@mifotra.gov.rw](mailto:recruitmentsupport@mifotra.gov.rw)

5. Create your experience on experience fill them and **then click on Save.**

#### New Experience

Country <input type="text"/>	Employer Name <input type="text"/>	Period Ex: 2018- 2019 <input type="text"/>
Employer's Phone Number <input type="text"/>	Employer's Email Type info email <input type="text"/>	Job Title <input type="text"/>
Job Description <input type="text"/>		

**NB:** If you need to add more experience, after saving click on add experience to add another.

6. Click on Languages fill them and save

#### New Language

Language <input type="text"/>	Reading <input type="text"/>	Writing <input type="text"/>
Speaking <input type="text"/>		

**N.B:** You can also Add Languages, fill them and then update

7. Click on disability if you have any, choose them and **then save.**

#### Disability

Choose Disability

Choose

Choose a disability and if you don't find yours you may text us on the above-mentioned email to add it on the list

8. Click on awards, if applicable, go to **Add Award**, fill them and **then update**

### Add New Award

Certificate Category

Certificate

File Name or Description

Choose file

No file chosen

Click on choose file to upload award or certificate document in PDF format and click on save.

Cancel

Save

9. Finally click on references and **then Save.**

### New Referee

Please provide genuine information about your referee

Names

Phone Number

Email

Occupation

Cancel

Save

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 +250785569165
2. Support +250785569363
3. Support +250788239930