

TERMS OF REFERENCE FOR THE RECRUITMENT OF TWELVE (12) TVET TRAINING EXPERTS

Background

Rwanda Polytechnic (RP), a Higher Learning Institution established by the Law n° 22/2017 of 30/05/2017 and determining its Mission, it was established to provide quality education that complies with applicable standards through Vocational Education that enables beneficiary to acquire skills required for job creation and competitiveness on labor market. RP will achieve its goal and objectives through Implementation of TVET programs via its affiliated IPRCs.

Government of Rwanda is committed to investing in the development of human resource in order to achieve the main objectives of NST1 which is to create a knowledge –based and technology led economy through TVET Policy to produce competitive workforce.

It is in this background that the Government of Rwanda and the world bank signed a financing agreement on 5th July 2020 for the credit number 6753-RW and Grant Number D700-RW of USD 150 million regarding Additional Financing of the Priority Skills for Growth (PSG) Project. The project is coordinated by the Ministry of Education and is being implemented by UR, RP, HEC, RTB, BRD and RDB.

Considering that some of the key deliverables related to the above mentioned World Bank Project, especially to Disbursement Linked Indicator (DLI) Nr 9 “upgrading of teaching-learning environment (staffing and facilities), require Rwanda Polytechnic (RP) to recruit Twelve (12) experts for training in the new teaching programs selected under PSG projects as presented in the table below:

S/N	Program	Required Number of Experts
1	TVET Advanced Diploma in Airline and Airport Management	3
2	TVET Advanced Diploma in Aircraft Maintenance	3
3	TVET Advanced Diploma Railway Infrastructure	3
4	TVET Advanced Diploma in Logistics and Supply Chain Management	3
Total		12

The following are the details of the requirements for the Twelve (12) positions:

1. Aircraft maintenance training expert

i. Selection criteria

Master's or bachelor's degree in Aircraft Maintenance, Aeronautical Engineering, Avionics engineering from a recognized university with a specific experience in aircraft Maintenance. Master's or bachelor's degree in mechanical engineering with at least a diploma in aircraft maintenance.

ii. Technical competencies

- ✓ Proven competence in aircraft maintenance or aeronautical engineering
- ✓ Having an aircraft engineer's license is an added advantage, either category B1 or B2



- ✓ Having completed at least one type course on any commercial aircraft is an added advantage
- ✓ Knowledge in commercial and aviation law especially Civil aviation Laws
- ✓ Strong understanding of airframe systems and avionics.
- ✓ Ability to use and interpret aircraft maintenance manuals
- ✓ Excellent knowledge in aerodynamics and fluid dynamics
- ✓ Strong understanding of drone building
- ✓ Knowledge in safety management systems
- ✓ Excellent in theory of flight
- ✓ Knowledge in maintenance planning and technical records keeping
- ✓ Excellent in engineering drawing and able to use solidworks
- ✓ Understanding of engine maintenance and airworthiness limitations

iii. General Competencies

Management, Leadership, Communication, Problem solving, Monitoring, Coordination, Ability to determine and review priorities, plan and meet deadlines, with minimal supervision, Team player, with good interpersonal skills, and proven ability to function effectively with multiple host-country counterparts and multi-disciplinary teams, Computer literacy including Microsoft packages, Strong oral and written communication skills, including report writing and presentation skills, Strong problem-solving abilities, Proficiency in English is essential, Should demonstrate a high degree of professionalism and integrity, innovation, risk-management, technology awareness, coaching, mentoring.

iv. Duties/Responsibilities

- ✓ Lesson plan
- ✓ Deliver training
- ✓ To engage in continuous assessments
- ✓ To assess the achievement of each module to monitor students' progress
- ✓ Coordinate and report on academic issues
- ✓ Assist the development of new programs
- ✓ Maintaining own professional development and engage in publications
- ✓ To undertake such other reasonable duties and/or working arrangements as may be required to meet the needs of the RP/IPRCs

v. Values

- ✓ High standards of professional ethics and Secrecy
- ✓ Efficient, effective and economic use of resources
- ✓ Responsive, prompt, effective, impartial and equitable provision of services
- ✓ Devotion and serving public interest
- ✓ Accountability for administrative decisions
- ✓ Transparency and provision to the public of timely and accurate information
- ✓ Time management

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- ✓ Zero tolerance to corruption, rape and sexual harassment.

2. Airline and airport management training expert

i. Selection criteria

Master's degree in airline and airport management, Masters in Aviation Law, Masters in international law, Masters in airport operations, Masters in aviation field, Bachelor's degree in airport operations, Piloting /ATC course certificate, MBA degree and other related qualifications with experience in Airline and airport management, A0 in airport operations, Piloting /ATC course certificate with two (2) years of experience, Bachelor's degree in any related field degree with IATA diploma (International Air Transportation Association).

ii. Technical competencies

- ✓ Proven competence in airline and airport management
- ✓ Having an IATA Certificate is an added advantage,
- ✓ Training on pedagogy (CBT/CBA) or Technical training in the field.

iii. General Competencies

Management, Leadership, Communication, Problem solving, Monitoring, Coordination, Stakeholder management, Ability to determine and review priorities, plan and meet deadlines, with minimal supervision, Team player, with good interpersonal skills, and proven ability to function effectively with multiple host-country counterparts and multi-disciplinary teams, Computer literacy including Microsoft packages, Strong oral and written communication skills, including report writing and presentation skills, Strong problem-solving abilities; Stakeholder engagement skills, Fluency in English is essential, Should demonstrate a high degree of professionalism and integrity.

iv. Duties/Responsibilities

- ✓ Undertake independent teaching at undergraduate, honours and postgraduate level including: designing, conducting and moderating assessment; implementing improvements informed by course evaluation activities and student feedback.
- ✓ Undertake independent professional activities, scholarship and/or conduct high quality research activities appropriate to the profession or discipline including: managing individual projects within timelines and budgets and ensuring compliance with quality and reporting requirements; publishing research results of high quality as lead or co-author; preparing and submitting external research funding applications; and supervising higher degree by research candidates.
- ✓ Undertake administration duties, which may include course and program coordination role or management of award programs.
- ✓ Lesson planning
- ✓ Deliver training content
- ✓ To engage in continuous assessments
- ✓ To assess the achievements of each module to monitor students' progress
- ✓ Coordinate and report on academic issues
- ✓ Assist the development of new programs

3



- ✓ Maintaining own professional development and engage in publications\
- ✓ To undertake such other reasonable duties and/or working arrangements as may be required to meet the needs of the RP.

v. Values

- ✓ High standards of professional ethics and Secrecy
- ✓ Efficient, effective and economic use of resources
- ✓ Responsive, prompt, effective, impartial and equitable provision of services
- ✓ Devotion and serving public interest
- ✓ Accountability for administrative decisions
- ✓ Transparency and provision to the public of timely and accurate information
- ✓ Customer Care
- ✓ Time management
- ✓ Zero tolerance to corruption, rape and sexual harassment.
- ✓ Decency and integrity

3. Logistics and Supply Chain Management Training expert

i. Selection criteria

Minimum of Master's Degree in Supply Chain Management or Logistics and Procurement Management or any relevant field related to Logistics and supply Chain Management, demonstrated ability to prepare and deliver programs and courses at undergraduate and post-graduate levels, including online delivery, and the ability to produce high quality curriculum or program materials in the required fields of expertise. Excellent interpersonal and communications skills appropriate for interacting with higher degree by research candidates, staff and industry, together with a strong commitment to teamwork and multidisciplinary collaboration, demonstrated ability and willingness to teach in global locations and multi-cultural environments. Emerging track record and recognition for quality research outputs which will contribute to existing Discipline and School research areas evidenced by publications, development of new research initiatives, competitive research funding, and industry links.

ii. Technical competencies

- ✓ Proven conceptual knowledge in Supply Chain Management or Logistics and Procurement Management
- ✓ Strong understanding of Supply Chain Management systems.
- ✓ Ability to develop training materials and modules in Supply Chain Management or Logistics and Procurement Management
- ✓ Ability to conduct research in Supply Chain Management or Logistics and Procurement Management
- ✓ Ability to develop scientific articles and publish them in international journals

iii. General Competencies

Management, Leadership, Communication, Problem solving, Monitoring, Coordination, Ability to determine and

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review priorities, plan and meet deadlines with minimal supervision, Team player with good interpersonal skills and proven ability to function effectively with multiple host-country counterparts and multi-disciplinary teams, Computer literacy including Microsoft packages, Strong oral and written communication skills including report writing and presentation skills, Strong problem-solving abilities, Proficiency in English is essential, Should demonstrate a high degree of professionalism and integrity, innovation, risk-management, technology awareness, coaching, mentoring.

iv. Duties/Responsibilities

- ✓ Undertake independent teaching at undergraduate, honours and postgraduate level including: designing, conducting and moderating assessment; implementing improvements informed by course evaluation activities and student feedback.
- ✓ Undertake independent professional activities, scholarship and/or conduct high quality research activities appropriate to the profession or discipline including: managing individual projects within timelines and budgets and ensuring compliance with quality and reporting requirements; publishing research results of high quality as lead or co-author; preparing and submitting external research funding applications; and supervising higher degree by research candidates.
- ✓ Undertake administration duties, which may include course and program coordination role or management of award programs.
- ✓ Lesson planning
- ✓ Deliver training content
- ✓ To engage in continuous assessments
- ✓ To assess the achievements of each module to monitor students' progress
- ✓ Coordinate and report on academic issues
- ✓ Assist the development of new programs
- ✓ Maintaining own professional development and engage in publications
- ✓ To undertake such other reasonable duties and/or working arrangements as may be required to meet the needs of the RP

v. Values

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- ✓ Transparency and provision to the public of timely and accurate information
- ✓ Time management
- ✓ Zero tolerance to corruption, rape and sexual harassment.

4. Railway Infrastructure training expert

i. Selection criteria

Master's or bachelor's degree in Railway Engineering, Railway systems engineering and integration from a recognized university. For a master's degree holder; having also a bachelor's degree in Civil engineering or electro-mechanical engineering or electrical engineering or mechanical engineering or Electronics and telecommunication



engineering or railway engineering is a must. For a bachelor's degree holder; having at least second class upper division is compulsory and having also an experience of five years in railway industry, especially in planning, design, construction, supervision, inspection and maintenance is a must.

ii. Technical competencies

- ✓ Proven competence in railway track inspection and maintenance.
- ✓ Ability to determine and select railway construction materials.
- ✓ Excellent knowledge in testing railway construction materials.
- ✓ Knowledge in production of bill of quantity (BOQ) for railway projects.
- ✓ Ability to produce design for railway stations and other facilities.
- ✓ Knowledge of geological nature of surface extraction site.
- ✓ Ability to perform rail welding and rail grinding.
- ✓ Strong understanding of steps of topographic map production.
- ✓ Strong understanding of strength of materials.
- ✓ Ability to develop the conceptual train operational plan.
- ✓ Ability to design railway track design and railway track structures as well as their facilities.
- ✓ Strong understanding in the management of railway track projects.
- ✓ Excellent knowledge in railway route selection analysis.
- ✓ Ability to perform railway track alignment design.
- ✓ Knowledge of soils and subgrade classifications and their properties.
- ✓ Ability to determine subgrade layers, and stability of poor railway track formation.
- ✓ Ability to conduct earthwork and track bed.
- ✓ Excellent knowledge in fundamental aspects of railway traction systems.
- ✓ Excellent in technical drawing and able to use some CAD Software.
- ✓ Ability to operate CAD programme.
- ✓ Ability to select and setting out railway track alignments.
- ✓ Strong understanding of techniques being used in surveying to capture primary spatial data.
- ✓ Strong understanding of remote sensing techniques used for primary spatial data capture.

iii. General Competencies

Management, Leadership, Communication, Problem solving, Monitoring, Coordination, Ability to determine and review priorities, plan and meet deadlines, with minimal supervision, Team player, with good interpersonal skills, and proven ability to function effectively with multiple host-country counterparts and multi-disciplinary teams, Computer literacy including Microsoft packages, Strong oral and written communication skills, including report writing and presentation skills, Strong problem-solving abilities, Proficiency in English is essential, should have creativity, innovation, organizational, time management and public speaking skills; Should demonstrate a high degree of professionalism and integrity, innovation, risk-management, technology awareness, coaching, mentoring.

iv. Duties/Responsibilities

- ✓ Undertake independent teaching at undergraduate, honours and postgraduate level including: designing, conducting and moderating assessment; implementing improvements informed by course evaluation activities



and student feedback.

- ✓ Undertake independent professional activities, scholarship and/or conduct high quality research activities appropriate to the profession or discipline including: managing individual projects within timelines and budgets and ensuring compliance with quality and reporting requirements; publishing research results of high quality as lead or co-author; preparing and submitting external research funding applications; and supervising higher degree by research candidates.
- ✓ Undertake administration duties, which may include course and program coordination role or management of award programs.
- ✓ Lesson planning
- ✓ Deliver training content
- ✓ To engage in continuous assessments
- ✓ To assess the achievements of each module to monitor students' progress
- ✓ Coordinate and report on academic issues
- ✓ Assist the development of new programs
- ✓ Maintaining own professional development and engage in publications
- ✓ To undertake such other reasonable duties and/or working arrangements as may be required to meet the needs of the RP
- ✓ Annual Publication of railway engineering articles in international journals.
- ✓ Organize and participate in different Local, National and international expo about the Research and Innovation projects in Railway Engineering.
- ✓ Undertake such other reasonable duties and/or working arrangements as may be required to meet the needs of the RP.
- ✓ Organize and monitor an industrial attachment of students in appropriate companies.
- ✓ Perform all other tasks assigned by his/her supervisors.

v. Values

- ✓ High standards of professional ethics and Secrecy.
- ✓ Efficient, effective and economic use of resources.
- ✓ Responsive, prompt, effective, impartial and equitable provision of services.
- ✓ Devotion and serving public interest.
- ✓ Accountability for administrative decisions.
- ✓ Transparency and provision to the public of timely and accurate information.
- ✓ Time management.
- ✓ Zero tolerance to corruption, rape and sexual harassment.
- ✓ Team work.

