



Kigali,

No:



GUIDELINES FOR FILLING OUT ONLINE JOB APPLICATION FORM

Step 1: Open the following link <https://rac.co.rw/recruitment>

Step 2: Click on register new user

Step 3: Properly fill out form (Registration Page) and then click Submit –

An automatic email will then be sent to the email you specified in your filled registration form. Log into the aforementioned email account and click the link from RAC system mailer. (It is a confirmation email)

Step 4: Properly fill out the job application form - You can navigate through the form by utilizing left menu (Position Selection, Employee Information, Former Employer, Family/References).

Step 5: Click Submit.

Step 6: Your application will then be processed. If there is a need for additional information with regards to your application, a system alert will be generated for your attention via email.

NB: The following documents are mandatory for job applicants.

- Notified certificate / Degree
- CV
- Copy of National ID or Passport
- Identification Certificate (identite complete)
- Residence Letter from Chief of Village (UMUKURU W' UMUDUGUDU),
- Medical Certificate
- Criminal record