

VACANCY ANNOUNCEMENT

Rwanda Broadcasting Agency (RBA) is a Public Broadcaster with a mission of "Providing quality content that meets the needs of the audience and promotes cultural values, socio-economic transformation and citizen participation in the digital society". RBA wishes to encourage all qualified, hardworking and interested professional candidates to apply for the following positions:

1. JOB TITLE: TV ENGINEER**NUMBER OF POSITION: 2****EMPLOYMENT TERMS: PERMANENT****A. JOB DESCRIPTIONS**

The TV Studio Maintenance Engineer will be responsible for the installation, maintenance, troubleshooting, repair, testing, commissioning, and technical support of television studio systems and associated production infrastructure, ensuring high availability, reliability, and quality of RBA television production facilities.

- **Perform preventive and corrective maintenance** of all TV studio technical equipment and systems, including cameras, camera control units, vision mixers, production switchers, audio consoles, intercom systems, monitors, multiviewers, studio lighting control systems, recording systems, replay systems, teleprompters, graphics systems, routing and signal distribution equipment.
- **Conduct routine inspection, testing, servicing, calibration, and adjustment** of studio equipment to identify potential failures and maintain optimum operational performance.
- **Diagnose and troubleshoot technical faults** affecting video, audio, synchronization, control, signal distribution, monitoring, communication, and other studio systems, and ensure timely restoration of services.
- **Provide technical support during live productions, news bulletins, talk shows, entertainment programmes, special events, and other studio productions**, ensuring that all technical systems are fully operational before and during transmission.

- **Install, configure, integrate, commission, and test new studio equipment and systems**, ensuring compatibility with existing broadcast infrastructure and adherence to approved technical specifications.
- **Maintain and troubleshoot studio video systems**, including studio cameras, CCUs, lenses, camera control systems, video processors, vision mixers, routers, converters, monitors, multiviewers, and associated signal paths.
- **Maintain and troubleshoot studio audio systems**, including audio mixing consoles, microphones, wireless microphone systems, audio processors, amplifiers, loudspeakers, monitoring systems, intercoms, and associated audio signal distribution.
- **Maintain studio signal distribution and synchronization systems**, including SDI/IP-based video infrastructure, routers, patch panels, converters, frame synchronizers, timing/reference systems, and other related equipment.
- **Maintain and support studio communication systems**, including intercom, IFB, talkback, cueing, and communication facilities used by presenters, producers, directors, camera operators, and technical crews.
- **Carry out regular technical performance measurements and quality checks** on studio systems, including video and audio signal levels, synchronization, signal integrity, audio quality, latency, and equipment performance.
- **Maintain accurate technical documentation**, including equipment inventories, system configurations, signal-flow diagrams, maintenance records, fault reports, repair records, calibration records, and equipment history.
- **Complete preventive and corrective maintenance reports** after every maintenance intervention, clearly documenting the fault identified, root cause, corrective action taken, parts replaced, equipment status, and recommendations.
- **Monitor the condition and reliability of critical studio equipment** and identify recurring faults, obsolete equipment, and potential single points of failure, recommending appropriate corrective actions and upgrades.
- **Participate in the development and implementation of preventive maintenance schedules** for all TV studio equipment and ensure that maintenance activities are completed within the approved maintenance plan.
- **Maintain and manage studio technical workshops, tools, test equipment, and spare parts**, ensuring that engineering tools and critical spare parts are available and properly maintained.
- **Carry out equipment testing and acceptance procedures** for newly delivered, repaired, upgraded, or refurbished studio equipment before it is placed into operational service.
- **Support system upgrades, modernization projects, and technology migration**, including the transition from traditional SDI-based infrastructure to IP-based broadcast production environments where applicable.
- **Provide technical input in the preparation of specifications, Bills of Materials, technical evaluations, procurement requirements, and equipment replacement plans** for TV studio systems.
- **Coordinate with equipment manufacturers, suppliers, contractors, and service providers** during installation, commissioning, troubleshooting, warranty interventions, and specialized maintenance activities.

- **Provide technical guidance and on-the-job training to studio operators and production personnel** on the correct and safe operation of technical equipment and systems.
- **Ensure proper configuration, labelling, cable management, and documentation of studio equipment and signal paths** to facilitate efficient troubleshooting and future maintenance.
- **Ensure compliance with electrical, occupational health and safety, equipment handling, and broadcast engineering standards** during all maintenance and installation activities.
- **Provide emergency technical intervention and rapid fault restoration** whenever critical studio equipment fails during live or scheduled broadcasts.
- **Participate in technical planning and readiness checks for major productions and events**, ensuring that all required studio systems, equipment, connectivity, backup arrangements, and technical resources are available.
- **Analyse equipment failures and conduct root-cause analysis** to minimize repeated faults, improve equipment reliability, and reduce downtime.
- **Maintain appropriate backup and redundancy arrangements** for critical studio systems and recommend measures to ensure business continuity of TV production operations.
- **Prepare periodic technical reports** on equipment performance, maintenance activities, recurring faults, equipment downtime, spare-parts requirements, and recommended technical interventions.
- **Support your direct supervisor in technical planning, budgeting, asset management, and development of maintenance strategies** for TV studio infrastructure.
- **Participate in technical audits, equipment assessments, acceptance tests, and condition assessments** of TV studio infrastructure.
- **Perform any other duties related to TV studio engineering and maintenance as may be assigned by the supervisor.**

B. JOB PROFILES:

The candidate must hold at least a Bachelor's Degree in Electronics and Telecommunications Engineering, Electrical Engineering, Computer Engineering, Computer Science, Information Technology, or any other closely related field.

- Demonstrated practical experience in the installation, configuration, maintenance, troubleshooting, repair, and commissioning of IT equipment and broadcast systems.
- Good knowledge of video, audio, RF, SDI/IP-based broadcast systems, signal routing, synchronization, intercom, monitoring, and studio production workflows.
- Experience with preventive and corrective maintenance, fault diagnosis, root-cause analysis, and technical documentation.
- Knowledge of broadcast standards, technical safety procedures, and manufacturers' maintenance practices.

- Ability to work effectively under pressure, particularly during live broadcasts, news production, and major events.
- Good analytical, problem-solving, communication, teamwork, and reporting skills.
- Ability and willingness to work flexible hours, including nights, weekends, public holidays, and emergency call-outs, where required by broadcasting operations.
- Professional certifications or specialized training in Broadcast Engineering, Audio/Video Engineering, IP Broadcasting, or related technologies will be an added advantage.

C. LANGUAGE REQUIREMENTS

- **Fluency in Kinyarwanda and English**, both written and spoken.
- **Knowledge of French** will be an added advantage.
- Ability to read and understand technical manuals, equipment specifications, maintenance procedures, and safety documentation in English.

2. JOB TITLE: ENERGY TECHNICIAN

NUMBER OF POSITION: 1

EMPLOYMENT TERMS: PERMANENT

I. JOB DESCRIPTIONS

The Energy Technician shall be responsible for the operation, inspection, maintenance, troubleshooting, repair, and technical support of electrical, power, energy, and related facility systems supporting RBA's broadcasting infrastructure. The position shall ensure the safe, reliable, efficient, and uninterrupted operation of electrical, power, backup energy, and related facility systems supporting RBA's studios, transmitter sites, production facilities, and other broadcasting infrastructure.

A. Electrical Power and Distribution Systems

- Operate, inspect, test, maintain, and troubleshoot low-voltage electrical distribution systems serving RBA studios, offices, transmitter sites, workshops, and other technical facilities.
- Carry out preventive and corrective maintenance of distribution boards, electrical panels, circuit breakers, isolators, contactors, relays, cables, sockets, lighting circuits, and other electrical installations.
- Inspect electrical installations and identify faults, overloads, loose connections, abnormal heating, damaged cables, and other conditions that may affect safety or service continuity.

- Perform electrical testing and measurements using appropriate multimeters, insulation testers, clamp meters, earth testers, power-quality meters, and other electrical test equipment.
- Support electrical installation, modification, extension, and upgrading works in accordance with approved technical specifications and applicable safety standards.

B. Backup Power and Broadcast Continuity

- Operate, inspect, and maintain standby generators, Automatic Transfer Switches (ATS), UPS systems, battery banks, inverters, voltage stabilizers, and other backup power systems.
- Conduct routine testing of standby power systems to ensure their readiness for power outages and emergency broadcasting operations.
- Monitor generator fuel levels, operating hours, battery condition, alarms, load performance, and general equipment condition.
- Coordinate with relevant teams to ensure adequate backup power arrangements for critical studios, transmitter sites, Master Control Rooms, data/technical rooms, and other critical broadcasting facilities.
- Respond promptly to power failures and electrical emergencies and support the restoration of power to critical broadcasting systems.
- Participate in the development and implementation of power redundancy and business continuity arrangements for critical RBA facilities.

C. Transmitter Site Energy Systems

- Conduct regular inspection and preventive maintenance of electrical and energy systems at FM, DTV, and other transmitter sites.
- Ensure reliable power supply to transmitters, transmission equipment, air-conditioning systems, lighting, security systems, and other critical site infrastructure.
- Inspect and maintain site generators, UPS systems, electrical panels, earthing systems, lightning protection, site lighting, and related power infrastructure.
- Complete technical inspection and maintenance forms following every transmitter-site intervention, clearly recording equipment condition, faults identified, corrective actions, and recommendations.
- Report critical energy-system failures or risks that may result in transmitter downtime or interruption of broadcasting services.

D. Studio and Production Energy Support

- Provide technical electrical support to TV and radio studios, including production areas, control rooms, technical rooms, and associated facilities.
- Work closely with TV production teams in the installation, operation, maintenance, and safe power supply of studio lighting systems.
- Provide electrical and energy support during live productions, special events, OB Van deployments, outside broadcasts, and other major RBA assignments.

- Ensure safe and reliable temporary electrical power arrangements for production equipment and facilities used during field operations.
- Monitor and support the operation and maintenance of air-conditioning and environmental-control systems serving studios, transmitter sites, technical rooms, equipment rooms, and other critical areas.
- Conduct routine inspections of HVAC electrical supplies, control systems, protection devices, and general operating conditions.
- Identify abnormal temperature, ventilation, or cooling conditions that may affect broadcast equipment performance and reliability and promptly report or address them.
- Coordinate with specialized HVAC contractors and service providers for major repairs, servicing, installation, and commissioning works.

E. Fire Protection and Safety Systems

- Inspect, maintain, and monitor fire detection, fire alarm, fire extinguishing, and other fire protection systems and equipment installed at RBA facilities.
- Maintain an updated inventory of fire protection equipment and participate in periodic and annual inventory verification.
- Conduct routine checks to ensure fire extinguishers, fire alarms, emergency lighting, and related safety equipment are properly positioned, accessible, functional, and within their service validity.
- Report any deficiencies in fire protection systems and coordinate corrective interventions with the responsible teams or service providers.
- Support the implementation of electrical safety and fire-prevention measures in RBA technical and operational facilities.

F. Energy Monitoring and Efficiency

- Monitor electricity consumption and energy performance at major RBA facilities and identify abnormal or excessive consumption.
- Maintain records of electricity consumption, generator operation, fuel usage, power failures, and energy-system performance.
- Prepare periodic energy-performance reports and provide recommendations to your direct supervisor on energy optimization and infrastructure improvement.

G. Preventive and Corrective Maintenance

- Develop and implement assigned preventive maintenance schedules for electrical and energy equipment.
- Carry out corrective maintenance and emergency interventions whenever electrical or energy systems develop faults.
- Diagnose electrical faults and conduct root-cause analysis to reduce recurring failures and improve system reliability.
- Ensure all preventive and corrective maintenance activities are properly documented using approved RBA maintenance forms and procedures.

- Maintain accurate records of equipment condition, faults, repairs, spare parts used, maintenance history, and outstanding technical issues.

I. Emergency and Operational Support

- Provide emergency technical response to power failures, generator failures, electrical faults, HVAC failures, fire-system issues, and other energy-related incidents affecting RBA operations.
- Participate in emergency preparedness exercises and ensure that critical energy systems are available and operational during major national events, special broadcasts, elections, sports events, and other high-priority RBA productions.
- Support the implementation of contingency measures whenever normal electrical supply or energy infrastructure is unavailable.
- Perform any other technical duties related to electrical, energy, power, safety, and broadcasting infrastructure as assigned by the supervisor.

II. JOB PROFILES:

The candidate must hold at least a Diploma in Electrical Engineering, Electronics and Telecommunications, Electromechanical Engineering, Energy Engineering, or any other closely related technical field.

- Practical experience in electrical installation, preventive and corrective maintenance, generators, UPS systems, electrical distribution, HVAC, and related power infrastructure will be an added advantage.
- Ability to perform electrical troubleshooting, technical inspections, maintenance, and emergency interventions.
- Good knowledge of electrical safety procedures and safe working practices

III. LANGUAGE REQUIREMENTS

- **Fluency in Kinyarwanda and English**, both written and spoken.
- **Knowledge of French** will be an added advantage.
- Ability to read and understand technical manuals, equipment specifications, maintenance procedures, and safety documentation in English.

3. JOB TITLE: SITE OPERATORS

NUMBER OF POSITION: 2

EMPLOYMENT TERMS: PERMANENT

I. JOB DESCRIPTIONS

The Site Operator is responsible for the day-to-day operation, monitoring, basic maintenance, and general upkeep of RBA transmission sites, ensuring that transmission equipment and site facilities remain operational, secure, clean, and in good working condition.

- Operate and monitor FM, DTV and other transmission equipment installed at assigned transmitter sites in accordance with approved operating procedures.
- Monitor transmitter operating parameters, alarms, status indicators, power levels, temperatures, and other relevant equipment conditions.
- Operate the remote monitoring and management systems used for supervision, diagnostics, and basic fault identification of transmitters and associated equipment.
- Conduct routine checks of transmitters, exciters, combiners, UPS systems, generators, air-conditioning systems, power supplies, and other critical site equipment.
- Identify abnormal equipment conditions, alarms, failures, or service interruptions and promptly notify the **Head of Transmission and Energy**.
- Monitor the availability and quality of transmission services and immediately report any loss of signal, transmitter failure, abnormal transmission parameters, or other operational incidents.
- Maintain accurate daily operation logs, recording equipment status, alarms, power failures, interventions, generator operation, and other significant site events.
- Prepare and submit regular equipment and site status reports to the Head of Transmission and energy department or designated supervisor.
- Complete all required operation, incident, inspection, and work-completion forms after performing assigned activities.
- Conduct routine physical inspections of the transmitter site to verify the condition of equipment rooms, antennas and associated infrastructure, power systems, air-conditioning, security systems, and other site facilities.
- Monitor environmental conditions within equipment rooms, including temperature, ventilation, humidity, dust, water ingress, and cleanliness, and report any condition that may affect equipment reliability.
- Maintain high standards of cleanliness and orderliness within transmitter equipment rooms, offices, compounds, and other site facilities.
- Maintain the general appearance of the transmitter site, including gardens, access areas, compound cleanliness, and surrounding facilities, in accordance with RBA standards.
- Monitor and report any security concerns, unauthorized access, vandalism, equipment damage, fire risks, water leakage, or other hazards observed at the transmission site.

- Control and record access to the transmission site in accordance with approved site security and access-control procedures.
- Assist transmission engineers and maintenance teams during preventive maintenance, corrective maintenance, inspections, installations, equipment replacement, and technical interventions.
- Provide operational support during emergency interventions and restoration of transmission services.
- Monitor the operation of standby generators, UPS systems, batteries, and other backup power equipment, and promptly report abnormal conditions.
- Record generator operation, including running hours, fuel level, start/stop events, alarms, and other relevant operating information.
- Carry out routine checks of site utilities and report faults affecting electricity, water, lighting, air-conditioning, security, fire protection, or other essential services.
- Follow all approved operational, electrical safety, occupational health and safety, and emergency procedures when working at transmission sites.
- Ensure that equipment is operated within approved operating limits and that no unauthorized adjustment or intervention is made to critical transmission systems.
- Maintain proper handling and storage of site tools, operational documents, spare parts, and other assigned equipment.
- Maintain communication with the Head of Transmission and Energy technical teams regarding equipment status and operational incidents.
- Participate in regular meetings, technical briefings, safety meetings, and other activities organized by the immediate supervisor
- Support the collection of operational data required for transmission performance monitoring, maintenance planning, equipment assessment, and technical reporting.
- Assist in identifying recurring operational problems and provide observations and recommendations to the transmission engineering team.
- Ensure that all operational activities are carried out in accordance with RBA technical procedures, equipment manufacturers' recommendations, and applicable safety standards.
- Perform any other duties related to transmission site operations and maintenance support as assigned by the immediate supervisor.

II. JOB PROFILES:

The candidate must hold at least a Diploma in Electronics and Telecommunications, Electrical Engineering, Computer Science, Information Technology, or any other closely related technical field.

- Basic knowledge of radio and television transmission systems, electrical systems, computer applications, and equipment monitoring will be an added advantage.
- Ability to operate and monitor technical equipment and use remote monitoring and management systems for basic equipment diagnostics.
- Good reporting, communication, teamwork, and problem-solving skills.

- Willingness to work shift duties, weekends, public holidays, and night shifts as required for continuous transmission operations.

III. LANGUAGE REQUIREMENTS

- **Fluency in Kinyarwanda and English**, both written and spoken.
- **Knowledge of French** will be an added advantage.
- Ability to read and understand technical manuals, equipment specifications, maintenance procedures, and safety documentation in English.

4. JOB TITLE: VIDEO MIXER

NUMBER OF POSITION: 1

EMPLOYMENT TERMS: PERMANENT

A. JOB DESCRIPTIONS

- Verify all necessary video sources if they are ready to be used;
- Edit programs live (as they are being transmitted or recorded), using a variety of transition methods, such as cuts, mixes, wipes and frame manipulation;
- Operate and join together images from various visual sources, including cameras, video tape recorders (VTR Machines), playout machines, graphic generators and Stills Store, DVE, hard disc/VT play-ins;
- Be the Director's second pair of eyes' in the gallery;
- Work on programs that are transmitted live, recorded as live, or pre-recorded in a multi-camera environment in studios or during Outside Broadcasts (OBs);
- In pre-production for news, current affairs or light entertainment programming, work from running orders, usually prepared by producers, which outline the premise of the program, and detail the shot requirements;
- Be able to multitask, as they may be required to cut from shot to shot during a live interview at the same time as listening to the producer's instructions to the Director about the next item to be transmitted, at the same time as setting up the next transition



on the effects bank, at the same time as listening to the production assistant's countdown to the next item;

- Have knowledge of the capabilities and limitations of different vision mixing desks, and suggest ways of using them to fulfill the Director's vision for each production;
- As running orders on news programs can change by the second, he must be able to react quickly and accurately to rapidly changing demands. They often work from more than one visual source, for example when adding graphics with the required name, location and date, to relevant shots;
- Make detailed notes on the camera script about transition types, graphics and technical effects;
- Overseeing the standards quality of all programs to be aired;
- Prepare and present a weekly timetable and report to the immediate supervisor;
- Prepare the report during the daily shift duties to his successor ongoing operation activities;
- Perform other duty assigned by the immediate supervisor.

B. JOB PROFILES:

Diploma (A1) in Electronics & Telecommunication, Computer Science or Electricity with 2 years working experience in related field.

5. JOB TITLE: PLANNING ENGINEER

NUMBER OF POSITION: 1

EMPLOYMENT TERMS: PERMANENT

A. JOB DESCRIPTIONS

- Developing the best methods for broadcasting infrastructure activities, and determining the optimal sequence of operations on the sites;
- Ensuring the broadcasting infrastructure projects are completed within set deadlines, on budget, and in line with all the relevant safety standards and regulations;



- Make a follow up and reports related to logistics and resources, and collect all the information necessary for planning;
- Analyze the possibilities of reducing costs without compromising quality or safety;
- Determine the best ways to move materials, machinery and equipment between locations, and coordinate all the resources. collect data about construction sites;
- Initiate, design and planning RBA new projects;
- Produce reports and documents for new projects;
- Make a monitoring and evaluation of new projects implementation;
- Make a follow up on technical contractual services and works;
- Monitor the implementation of technical action plan and assist the technical unit to expedite the implementation process;
- Monitoring and advising the institution on new technology in broadcasting industry (equipment and software) in collaboration with the technical unit;
- Sign performance contract with the supervisor;
- Perform other duty assigned by the immediate supervisor.

B. JOB PROFILES:

Degree in Electronics / Telecommunications, Computer Science or any other related field

6. JOB TITLE: MANAGER OF RBA PRODUCTION & TRANSMISSION INFRASTRUCTURE

NUMBER OF POSITION: 1

EMPLOYMENT TERMS: PERMANENT

A. JOB DESCRIPTIONS

- Make inventory of all technical audiovisual assets, make sure they are organized, recorded, labeled, documented and stored correctly,

- Monitor and report all RBA audiovisual, IT network and broadcasting equipment obsolescence and replacement period;
- Collaborate with all Managers of technical and logistic departments regarding the future of replaced materials and propose reevaluation, auctioning or in other alternative action;
- Collaborate with all Heads of technical departments to plan for annual budget for existing RBA audiovisual, IT network and broadcasting infrastructure;
- In collaboration with all technical departments, coordinate and produce the status monthly report of technical audiovisual, IT network, and broadcasting infrastructure;
- Liaise with the in charge of logistics & assets and coordinate all booking activities and deploy staff during outside RBA event production for inventory of deployed equipment before the event, missing and damaged equipment after the production for further required action;
- Sign performance contract with the supervisor;
- Perform other duty assigned by the immediate supervisor.

B. JOB PROFILES:

Degree in Electronics and Telecommunications, Computer Science with 3 years working exp.in related field

HOW TO APPLY:

Interested applicants should submit in one folder their application letter; a detailed CV, copy of Degree or diploma, a National ID/passport, and proof of experience to the Director General of RBA, through RBA career page: <https://rba.co.rw/akazi>, explaining why you think you would be suitable for the position.

All qualifications claimed must be substantiated with diplomas, certificates or other relevant documents.

NB:

- Application without support documents will not be considered,
- Female candidates are encouraged to apply,
- Please note that only short-listed candidates meeting the required qualifications will be contacted.
- Application deadline is **Friday 4th September 2026 at 5:00 pm.**

Kigali, on 26th August 2026.

BARORE Cléophas

Director General/RBA

