

The Rwanda Institute for Conservation Agriculture (RICA) is a unique and innovative English language undergraduate institution dedicated to preparing the next generation of agricultural leaders of Rwanda and East Africa. Students at RICA engage in curricular and co-curricular learning opportunities emphasizing Conservation Agriculture and One Health principles, oral and written communication, leadership, and entrepreneurship.

In an experiential learning environment, students develop the knowledge and experience necessary for a wide range of careers in agriculture. Students at RICA experience the six Enterprises including Dairy, Poultry and Swine, Food Processing, Row and Forage Crops, Vegetable and Fruit Crops, Irrigation and Mechanization.

The curriculum is designed to incorporate threads of Innovation, Conservation, One Health Systems Thinking, and Entrepreneurship. Communication, One Health Systems Thinking, and Entrepreneurship are woven throughout the curriculum.

All RICA graduates will be innovative problem solvers able to operate farms and ranches, start agribusinesses, assume management roles in cooperatives, NGOs, and other agricultural enterprises, serve their communities as extension agents and technical and policy experts, or assume positions of agricultural leadership in Rwanda.

**POSITION:** Farm & Campus Fleet Mechanic

**ROLE PURPOSE:**

The Farm & Campus Fleet Mechanic is responsible for the full lifecycle maintenance and repair of RICA's agricultural machinery, institutional vehicle fleet, and on-campus generator systems. The role ensures all equipment, vehicles, roadworthy, and operationally ready condition through preventive maintenance, timely servicing, tyres management, and small-to-medium mechanical repairs. The incumbent works across the farm and campus environments, supporting uninterrupted agricultural production and institutional operations.

**RESPONSIBILITIES**

- Diagnose, troubleshoot, and repair mechanical issues with tractors, implements, harvesters, planters, and other farm machinery.
- Develop and implement a preventive maintenance schedule for all farm equipment and ensure it is strictly followed.
- Conduct routine servicing (oil changes, filter replacements, lubrication, belt and chain checks) to prevent operational breakdowns.
- Ensure proper storage, winterization, and off-season maintenance of all farm equipment.
- Maintain accurate records of equipment condition, maintenance history, and repair costs.
- Provide technical guidance to farm personnel on safe equipment operation and basic operator-level maintenance.
- Perform routine servicing of all RICA institutional vehicles (cars, pickups, utility vehicles) including oil changes, fluid top-ups, brake inspections, filter replacements, and cooling system checks.
- Maintain a vehicle service register to track service intervals, mileage, and maintenance history for each vehicle in the fleet.
- Carry out small-to-medium mechanical repairs on campus vehicles, including engine diagnostics, electrical fault-finding, exhaust system repairs, and suspension work.
- Assess vehicle faults and determine whether repairs can be handled on-site or require referral to an external workshop; manage that handover and follow-up.
- Ensure all campus vehicles always meet roadworthiness and safety standards and flag any vehicle that poses a safety risk.
- Liaise with external garages and service providers for specialist repairs, parts procurement, and warranty work.

- List of the spare parts, tools, lubricants, and consumables across all maintained equipment categories.
- Adhere to all safety regulations and guidelines while performing repairs, including proper use of personal protective equipment (PPE).
- Generate periodic reports on equipment repairs, maintenance costs, fleet utilization, and generator uptime for management review.
- Be available for on-call emergency repairs during peak farming seasons and critical operational periods.

#### **REQUIRED QUALIFICATIONS & Experience**

- Diploma or degree in Mechanical Engineering, Automotive Technology, Agricultural Engineering, or a closely related field.
- Technical/Vocational certificates in motor vehicle mechanics or plant mechanics are acceptable with relevant experience.
- Valid driving license (Category B minimum with Category F an added advantage).
- Minimum 3–5 years of hands-on experience in agricultural machinery maintenance and automotive/fleet servicing.
- Experience working in an institutional, campus, or commercial farm setting is an added advantage.

#### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- In-depth knowledge of agricultural machinery (tractors, implements, harvesters) and their mechanical/hydraulic systems.
- Proficiency in automotive diagnostics, engine repair, electrical fault-finding, and vehicle roadworthiness assessment.
- Competency in all aspects of tyres service: fitting, rotation, balancing, and repair.
- Ability to read and interpret technical manuals, wiring diagrams, and service bulletins in English.
- Basic computer skills for maintaining digital service logs and generating reports.
- Strong diagnostic and problem-solving skills with the ability to work under pressure.
- High attention to detail and commitment to safety compliance.
- Good organizational skills and ability to prioritize competing maintenance demands.
- Clear verbal and written communication in English with management, vendors, and colleagues.
- Team-oriented mindset with a willingness to support cross-departmental operations.
- Physical fitness to work in workshop, field, and outdoor campus environments.

#### **HOW TO APPLY**

- Fill the information required, upload and submit the documents in English to the link provided below.
- Cover Letter summarizing intent and suitability for the position.
- List of Recommenders with contact information.
- **Kindly merge your Resume, CV, Degree Certificate**, and any other relevant documents into a single PDF file before uploading.

Application Link : <https://rica.bamboohr.com/careers/137>

Application review will begin June 24<sup>th</sup>, 2026 and will continue until the position is filled.

Website: <https://www.rica.rw/>