

ITANGAZO RY'INGENZI

GAHUNDA YO GUKORA IKIZAMINI CY' AKAZI HIFASHISHIJE IKORANABUHANGA RYA LTGS E-RECRUITMENT PORTAL

ITARIKI	IGIHE CYO GUTANGIRA	UBURYO
Ku wa Mbere, 02/11/2026	10:00 AM (10h00)	Kuri Murandasi

Ku Bakandida (Bose),

LTGS RWANDA PLC iramenyesha abakandida bese bashyizwe ku rutonde rw'abatoranyijwe (Shortlisted) ku myanya y'akazi yavuzwe muri iyi nyandiko ko ibizamini byo kuri murandasi biteganyijwe ku wa mbere, tariki ya 2 Ugushyingo 2026, guhera saa 10:00 za mu gitondo, ku isaha y'u Rwanda (Africa/Kigali).

Ikizamini kizakorerwa muri sisiteme ya LTGS E-Recruitment. Buri mukandida agomba kwinjira muri Candidate Portal, kugenzura ubusabe bwe, hanyuma akajya muri **Examination Center** agahitamo ikizamini gihuye n'umwanya yasabiye kandi yatoranyijweho.

CANDIDATE PORTAL (AHO WINJIRIRA KURI KONTI)

https://management.lfsg.co.rw/e-recruitment/candidate_area/

IBYO BURI MUKANDIDA ASABWA KWITAHO

- Ufite konti asabwe kuyinjiramo hakiri kare akagenzura ko ubusabe bwe n'umwanya yasabiye bigaragara, kandi ko amakuru ye ari yo.
- Utagira konti agomba kuyifungura muri Candidate Portal akuzura amakuru nyayo kandi ahuye n'ayo yatanze mu busabe.
- Abakandida basanze ubusabe butagaragara cyangwa amakuru arimo ikosa basabwe kuba barabitanze mu gihe cyari cyaratanze cyo kubikosora. Ibibazo bitatangajwe muri icyo gihe ntibizitabwaho nyuma y'igihe ntarengwa cyatanze.
- Buri mwanya ushobora kugira igihe cy'ikizamini n'amanota yo gutsindiraho bitandukanye. Mbere yo gutangira, soma amakuru y'ikizamini agaragara muri sisiteme.

ICYITONDERWA CY'INGENZI

Iki ni ikizamini gikurikiranwa hifashishijwe kamera. Kamera igomba kuba yemerewe kandi ikora mu gihe cyose cy'ikizamini; Ikizamini gisaba mudasobwa yo ku meza (desktop) cyangwa laptop, kandi gisaba gukorera muri full-screen.

Ku bibazo by'ikoranabuhanga bituma ikizamini gifunga bitewe n'itumanaho rya internet, umuriro wabuze cyangwa sisiteme igafunga ikizamini mu buryo ukeka ko ari ikosa, hamagara kuri: (+250) 787 046 840 cyangwa wandikire recruitment@lfsg.co.rw.

Mr. KWIZERA Enoki
Umuyobozi Mukuru
LTGS RWANDA PLC



Digitally signed by
LTGS RWANDA
PLC(Chief
Executive Officer)
Date: 2026.10.25
19:25:57 +02'00'

IGICE CYA I: IMYANYA IZAKORA IKIZAMINI IMYANYA IKUBIYE MURI IYI GAHUNDA Y'IBIZAMINI

Iri tangazo rireba abakandida batoranyijwe (shortlisted) ku myanya ikurikira. Reba ko umwanyu ugaragara muri konti yawe uhuye n'uwo wasabiye mbere yo guhitamo Exam muri Examination Center.

NO.	UMWANYA W'AKAZI	NO.	UMWANYA W'AKAZI
1	Chief Technology & Systems Officer (CTSO)	14	Customer Services Desk Officers
2	Director of Legal Affairs & Compliance	15	HQS Monitoring Manager
3	Data Protection Officer (DPO)	16	Internal Auditor Officer
4	Partnership Development Executive Officer	17	Director of Marketing
5	General Spoken & Corporate Representative	18	Marketing & Communication Officers
6	ACU - Trainers for Software Development Courses	19	Integrated Finance Inspections Manager
7	ACU - Trainers for Business & Finance Courses	20	Call Center Specialist
8	ACU - Trainers for Art & Graphics Designing Courses	21	General Receptionist Officer
9	Head of LTGS Academy Utilities (ACU)	22	Software Development Engineers
10	BDS Membership Operations Coordinator	23	OSC Service Help Desk Officers
11	Head of BDS Department	24	Graphic Designer Officers
12	Chief Operations Officer (COO)	25	Database & Server Administrator
13	Financial Services Desk Officers		

IBY'INGENZI KU BIPIMO BY'IKIZAMINI

Umubare w'Ibibazo	Amanota Yose	Ubwoko bw'Ibibazo	Amanota yo Gutsindiraho
50	100	Single Choice, Multiple Choice, True/False	55, 70, 75 Cyangwa 85 / 100

Igihe cyo gukora ikizamini n'amanota ntarengwa yo gutsinda bishyirwa kuri buri kizamini muri sisiteme. Bigenzure mbere yo gukanda kuri Start Examination; ntukibwire ko imyanya yose ifite igihe kimwe.

IGICE CYA 2: UBURYO BW'IKORESHA RYA SISITEME

Uko Ukoresha Candidate Portal na Dashboard

1. Fungura Konti cyangwa winjire muri konti yawe

- Fungura uru rubuga: https://management.lfsg.co.rw/e-recruitment/candidate_area/.
- Niba usanzwe ufite konti, koresha uburyo busanzwe bwo kwinjira kandi urangize igenzura risabwa na sisiteme (OTP niba isabwe).
- Niba utagira konti, hitamo uburyo bwo kuyifungura (Register/Create Account) maze wuzuze amakuru yawe nyayo: amazina, indangamuntu cyangwa pasiporo, telephone na email uko bikwiye.
- Bika amakuru yo kwinjira mu ibanga; ntuyasangize undi muntu.

2. Reba Ibice biri muri Candidate Dashboard

IGICE	ICYO HAKORERWA
My Main Dashboard	Reba incamake y'ubusabe bwawe, ibirego (claims) n'ibizamini cyangwa ibyavuye mu bizamini bihujwe na konti yawe.
My Job Applications	Reba ubusabe watanze, umwanya wasabiye, application reference n'imiterere y'ubusabe (status).
My Claims Registry	Reba ibirego watanze, numero ya dosiye ya claim, aho byageze n'ibisubizo byatanze.
My Job Examination	Reba amakuru y'ibizamini bihujwe n'ubusabe bwawe n'amanota cyangwa status igihe byamaze gutunganywa.
Examination Center	Injira mu gice cyihariye cyo guhitamo ikizamini, gusoma amabwiriza, kwemeza ko wemeye amategeko no kugikora.
My Account Setting	Reba no kuvugurura amakuru yemerewe guhindurwa kuri konti yawe. Iyahinduwe bigomba kuba ukuri kandi bihuye n'ibyangombwa byawe.

3. Niba ushaka kureba cyangwa gutanga claim

Igice cya My Claims Registry gifasha umukandida gukurikirana ibirego byamaze gutangwa. Sisiteme ishobora kugaragaza claim ijyanye n'amanota (For Marks), icyemezo wafatiwe (For Decision) cyangwa ikindi (Other), hamwe n'ibiro bishyikirizwa. Bika case number hanyuma ukurikirane status yayo.

ICYITONDERWA

Igice cya claim ntigisimbura igihe cyari cyaratanze cyo gukosora ubusabe cyangwa amakuru yanditse nabi. Banza wubahirize amatangazo n'ibihe ntarengwa byatangajwe na Recruitment Committee.

IGICE CYA 3: INTAMBWE KU YINDI

Uko Watangira no Gukora Ikizamini muri Examination Center

Intambwe ya 1: Tegura igikoresho n'aho uri

Koresha desktop cyangwa laptop. Huza internet ihamye, shyira mudasobwa ku mashanyarazi niba bishoboka, funga izindi porogaramu kandi wicare ahantu hatuje, hari urumuri ruhagije.

Intambwe ya 2: Fungura Examination Center

Uvuye muri Dashboard, kanda Examination Center. Reba ubusabe bwawe bwatoranyijwe (Shortlisted) n'ikizamini kijyanye n'umwanya wabwo.

Intambwe ya 3: Hitamo ikizamini gikwiye

Genzura izina ry'umwanya, application reference, igihe cy'ikizamini, amanota ntarengwa n'amanota yo gutsindiraho. Ntutangire ikizamini kitari icyawe.

Intambwe ya 4: Soma amategeko kandi uyemere

Soma amabwiriza yose agaragara kuri ecran. Sisiteme isaba kwemera ko ukoresha mudasobwa, ko kamera ifata amashusho mu gihe cy'ikizamini, kandi ko uzubahiriza amabwiriza yo kutigana.

Intambwe ya 5: Emeza kamera na full-screen

Emera camera access kandi urebe ko camera ikora. Microphone si ngombwa; kamera ni ngombwa. Injira muri full-screen mbere yo gukomeza.

Intambwe ya 6: Subiza ibibazo byose

Ikizamini kigizwe n'ibibazo 50 byo mu bwoko bwa Single Choice, Multiple Choice na True or False. Multiple Choice ishobora gusaba guhitamo ibisubizo birenze kimwe. Soma buri kibazo witonze kandi urebe ko wasubije byose.

Intambwe ya 7: Ohereza ikizamini

Mbere yo gukanda Submit/Finish, genzura ko ibibazo byose bifite ibisubizo. Sisiteme ishobora kutakwemerera kohereza ikizamini kituzuye. Nyuma yo kohereza, tegereza ubutumwa bwa sisiteme hanyuma urebe ibisubizo birimo amanota wagize cyangwa status muri Dashboard.

Amategeko yo Gukurikiza mu gihe cy'ikizamini

- Kamera igomba kuba ifunguye kandi ikora igihe cyose; amashusho afatwa mu gihe cy'ikizamini. Microphone ni iyubushake.

- Koresha mudasobwa imwe gusa. Ntukoreshe telephone, indi screen, inyandiko, cyangwa ubufasha bw'undi muntu.
- Ntuhindure tab, ntusohoke muri full-screen, kandi ntufungure izindi porogaramu. Ibyo sisiteme ifata nko gushaka gukopera ikizamini bishobora gutuma gifungwa ako kanya.
- Copy/paste, right-click na shortcuts zimwe na zimwe zirahagarikwa. Ntugerageze kuzenguruka cyangwa kurenga ku igenzura rya sisiteme.
- Irinde kuva mu murongo wa camera, kugenda mu cyumba cyangwa kugira abantu benshi bagaragara kuri camera. Kurenga ku mabwiriza bishobora gutuma ikizamini gihagarikwa.

IGICE CYA 4: AMABWIRIZA YA NYUMA

Amanota, Retake n'ubufasha mu gihe habaye ikibazo

1. Uko ibizamini n'amanota biteye

IKIGIZE IKIZAMINI	IBISOBANURO	ICYO UGOMBA GUKORA
Umubare w'ibibazo	Ibibazo 50	Subiza ibibazo byose mbere yo kohereza.
Amanota ntarengwa	100	Reba amanota n'amabwiriza bigaragara kuri screen.
Ubwoko bw'ibibazo	True or False; Single Choice; Multiple Choice	Soma amabwiriza kuri buri kibazo; kuri Multiple Choice ushobora guhitamo ibisubizo byinshi.
Amanota yo gutsindiraho	55, 70, 75 cyangwa 85 kuri 100, bitewe n'umwanya	Amanota yo gutsindiraho yanyayo agaragara mu makuru y'ikizamini.
Igihe cyo gukora	Igihe cyagenwe kuri buri kizamini	Tangira ari uko witeguye kandi urebe timer.

2. Amahirwe yo Kongera Gukora Ikizamini (Retake Exam)

Sisiteme ishobora guha umukandida amahirwe yo kongera gukora ikizamini rimwe gusa, iyo amanota y'ibanze yujuje ibisabwa na sisiteme. Retake si iy'abakandida bose kandi ntibaho ku buryo bwikora.

- Akenshi, uburyo bwa sisiteme bwemera retake iyo amanota ari hejuru ya zero kandi ari hafi y'amanota yo gutsindiraho, atarengeje amanota 8 ku ijana (Percentage Points) muni y' amanota yo gutsindiraho
- Urugero: niba amanota yo gutsindiraho ari 75/100, sisiteme ishobora gutanga retake ku manota ari nibura 67/100; ibisabwa nyabyo n'icyemezo cya sisiteme ni byo bikurikizwa.
- Niba ubutumwa bwa "Retake Available" bugaragaye, ushobora guhitamo Finish cyangwa Retake Exam. Nusaba Finish, Amanota y'igerageza rya mbere ikizamini gihita gisozwa; niwemeza Retake, kurikiza amabwiriza ya sisiteme ukore ikindi kizamini.

- d) Umaze gutsinda, sisiteme ntigomba kuguha ubundi buryo bwo kongera gukora ikizamini kimwe. Umubare ntarengwa ni retake imwe.

NTUGATANGIRE RETAKE UTABIHEREWE UBUSHOBOZI

Kurikiza gusa uburyo cyangwa ubutumwa bwerekanwa na sisiteme. Ntukoreshe konti nyinshi cyangwa application nshya kugira ngo ugerageze kongera gukora ikizamini.

3. Internet, Umuriro cyangwa Gufungwa kw'Ikizamini

Niba ikizamini gifunzwe kubera internet yabuze, amashanyarazi yabuze, cyangwa sisiteme ikagufungira ikizamini ukeka ko ari ikosa, andikira cyangwa uhamagare Support Desk vuba bishoboka. Sobanura ikibazo mu kuri kandi utange amazina yawe, application reference, umwanya wasabiye, igihe byabereye n'ubutumwa sisiteme yakweretse.

Niba sisiteme ifunze ikizamini kubera gukeka ko habaye gukopera, icyo gihe ntugakomeze kugerageza kongera gufungura ikizamini inshuro nyinshi. Baza Support Desk ko yasuzuma ibyabaye. icyemero ku kongera gufungurirwa cyangwa gukomeza ikizamini kizafatwa hakurikijwe amabwiriza ya Recruitment Committee na sisiteme.

TELEPHONE	IMEYIRI
(+250) 787 046 840	recruitment@lfsg.co.rw

Murakoze!

Amahirwe Masa!

Mr. KWIZERA Enoki
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