

Reading Time: 4 minutes

Hiring employees in Rwanda is one of the most important tasks of an expansion. You need to find talented candidates ready to help grow your new location and meet Rwanda's employment compliance laws to continue working without fees or delays. Globalization Partners simplifies the hiring process through Rwanda hiring outsourcing. We can hire the right employees and assign them to work for your company, and we onboard employees in a compliant manner, so you can operate without additional stress or hassles.

Recruiting in Rwanda

Cultural misunderstandings can be a barrier when you're staffing and recruiting in Rwanda or any other unfamiliar country. You can stay a step ahead by learning about the country's business etiquette and workplace culture before you start meeting with candidates. As you begin the process of setting up interviews for potential employees in Rwanda, keep the following tips in mind.

1. Avoid Putting Too Much Emphasis on Punctuality

In general, time management is not a high priority in Rwanda. People tend to be a bit more punctual in business settings than they would be in social situations, but it's still not at all unusual to miss a deadline or arrive at a meeting a few minutes behind schedule. Try to be flexible and forgiving when it comes to punctuality.

That said, Rwandans usually expect foreigners to be on time even if they themselves are not. If you're running more than a few minutes late for a meeting or interview with a candidate in Rwanda, you might want to give them a call and let them know.

2. Prioritize Face-to-Face Meetings

Rwandans prefer to conduct business in person rather than over the phone or through other mediums. You should avoid phone and video interviews if you can. Instead, schedule face-to-face meetings and plan on spending plenty of time getting to know the candidate and building a relationship.

3. Use Less Direct Communication

In Rwanda, people tend to be fairly indirect in their communication. Candidates might talk around issues rather than addressing them directly, and they may say things they don't really mean in the interest of avoiding conflict or confrontation.

It's especially crucial to avoid being overly direct at the start of a meeting or interview. Instead of getting right to the point, you should make small talk for a bit. Questions about the candidate's family are generally appreciated. You can also talk about your home country or local food and sports.

4. Offer a Handshake

Rwanda is one of many countries where a handshake is the standard greeting in business settings. When men greet each other, they will almost always shake hands. Women typically do the same, although sometimes they will opt for a nod of acknowledgment instead. When a man and a woman greet each other, it's generally good etiquette for the man to wait for the woman to initiate the handshake. Otherwise, a small bow or nod is acceptable.

A Look at the Recruitment Process in Rwanda

Learning about the local culture is important when you're recruiting in Rwanda, but you should also spend some time familiarizing yourself with other aspects of the staffing process — including the best recruitment channels for sourcing talent.

Recruiting on your own can be a challenge if your business doesn't yet have an established presence in the country. Many companies source talent through word of mouth and personal recommendations. For this reason, it can be helpful to work with a global PEO that already has a subsidiary in the country.

Legal Requirements During the Process of Staffing in Rwanda

You should also be aware of your legal obligations as an employer in Rwanda. Under the Rwandan constitution, all Rwandans are equal in rights and freedoms. Employers cannot discriminate based on any of a wide range of characteristics, including:

- Language
- Ancestry
- Religion
- Ethnicity
- Economic status
- Physical or mental disability
- Cultural differences

It's important to make sure your company complies with these regulations throughout the process of recruiting. To do so, you should be mindful of the language you use in job advertisements as well as the questions you ask potential hires in interviews and casual

conversations.

How to Hire Employees in Rwanda

You must hire Rwandan employees under a written employment contract in the local language. You can either use a fixed-term or indefinite-term contract, but it should include compensation, benefits, termination requirements, and more. All salary and compensation amounts in both your employment contract and offer letter should be in Rwandan francs instead of foreign currency.

Rwanda's Employment Compliance Laws

Companies also need to ensure that they meet Rwanda's employment compliance laws during an employee's tenure, including working hours. Employees typically work 45 hours a week, and anything beyond that amount of time is considered overtime. You need to provide overtime pay at the government's rate or according to a collective bargaining agreement (CBA) if applicable.

Although CBAs are not extremely common in Rwanda, you should check to see if your employees are covered by one before drafting an employment contract. CBAs can dictate separate Rwanda employment compliance laws for certain industries or classes of workers, and you will have to follow those regulations to avoid fines, delays, and other issues.

How to Successfully Onboard Employees

You'll get to choose the best way to onboard employees, but you can take certain steps to make employees more comfortable and confident. Start by going over the employment contract with employees during their first day, and take some time to review other company policies such as dress code, working hours, and similar factors.

We recommend traveling to Rwanda to onboard new employees so that you can show them how important they are to the company. You should also take time to provide any job training that will prepare employees for their new position.

The Benefits of Rwanda Hiring Outsourcing

You have two options related to Rwanda hiring outsourcing — working with a local agency or working with a global PEO. A local agency can help you hire Rwandan employees, but you'll still be held responsible for all employment compliance laws. A global PEO such as Globalization Partners is the only way to outsource the hiring process along with matters of

compliance. We'll hire the right employees to help grow your company and ensure that you stay compliant throughout hiring, employment, and more.

Work With Globalization Partners Today

It's our goal at Globalization Partners to make your expansion as quick and easy as possible. If you're wondering how to recruit and hire Rwandan employees and stay compliant at the same time, [reach out to our team today](#) to learn more about Rwanda employment compliance and hiring outsourcing.

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