

Iteka rya Minisitiri w'Intebe/ Prime Minister's Order/ Arrêté du Premier Ministre

N° 27/03 ryo ku wa 24/02/2015

Iteka rya Minisitiri w'Intebe rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB).....2

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ITEKA RYA MINISITIRI W'INTEBE N° 27/03
RYO KU WA 24/02/2015 RIGENA
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI B'IKIGO CY'UBWITEGANYIRIZE
MU RWANDA (RSSB)

PRIME MINISTER'S ORDER N°27/03 OF
24/02/2015 DETERMINING
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES OF THE RWANDA SOCIAL
SECURITY BOARD (RSSB)

ARRETE DU PREMIER MINISTRE N°27/03
DU 24/02/2015 PORTANT STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE L'OFFICE RWANDAIS DE SECURITE
SOCIALE (RSSB)

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N°27/03 RYO KU WA 24/02/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'UBWITEGANYIRIZE MU RWANDA (RSSB)

PRIME MINISTER'S ORDER N°27/03 OF 24/02/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE RWANDA SOCIAL SECURITY BOARD (RSSB)

ARRETE DU PREMIER MINISTRE N°27/03 DU 24/02/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE SECURITE SOCIALE (RSSB)

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo iya 37, iya 118, iya 119, iya 121 n'ya 201;

Ashingiye ku Itegeko n° 86/2013 ryo ku wa 11/09/2013 rishyiraho Sitati Rusange igenga Abakozi ba Leta, cyane cyane mu ngingo yaryo ya 52;

Ashingiye ku Itegeko n° 45/2010 ryo kuwa 14/12/2010 rishyiraho Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB) rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 11;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo kuwa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa Abakozi bo mu Butegetsi Bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

Asubiye ku Iteka rya Minisitiri w'Intebe n°84/03 ryo kuwa 23/08/2011 rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigo cy'Ubwiteganyirize mu Rwanda;

The Prime Minister;

Pursuant to the Constitution of 4 June 2003 of the Republic of Rwanda as amended to date especially in Articles 37, 118, 119, 121 and 201;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for Public Service, especially in Article 52;

Pursuant to Law n° law n°45/2010 of 14/12/2010 establishing Rwanda Social Security Board (RSSB) and determining its mission, organization and functioning, especially in Article 11;

Reviewing the Prime Minister's Order n°53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented;

Having reviewed the Prime Minister's Order n° 84/03 of 23/08/2011 determining the organizational structure and summary of job positions of Rwanda Social Security Board;

Le Premier Ministre;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 37, 118, 119, 121 et 201;

Vu la Loi n°86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 52;

Vu la Loi n° 45/2010 de la 14/12/2010 portant création de l'Office Rwandais de Sécurité Sociale (RSSB) et déterminant sa mission, son organisation et son fonctionnement, spécialement en son article 11;

Revu l'Arrêté du Premier Ministre n°53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale, tel que modifié à ce jour;

Revu l'Arrêté du Premier Ministre n° 84/03 du 23/08/2011 portant structure organisationnelle et synthèse des emplois de l'Office Rwandais de Sécurité Sociale ;

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Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo;

Inama y'Abaminisitiri yateranye ku wa 13/02/2015 imaze kubisuzuma no kubyemeza.

ATEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rishyiraho imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB).

Ingingo ya 2: Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo mu Kigo cy'Ubwiteganyirize mu Rwanda (RSSB) biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo ya 3: Igenwa ry'umushahara

Imishahara y'Abakozi b'Ikigo cy'Ubwiteganyirize mu Rwanda igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo mu Kigo cy'Ubwiteganyirize mu Rwanda biri ku mugereka w'iri teka.

On proposal by the Minister Public Service and Labour;

After consideration and approval by the Cabinet in session of 13/02/2015

HEREBY ORDERS:

Article One: Purpose of this Order

This Order determines salaries and fringe benefits for employees of the Rwanda Social Security Board (RSSB).

Article 2: Organizational structure and job profiles

The organizational structure and job profiles of the Rwanda Social Security Board (RSSB) are respectively on annex I and II of this Order.

Article 3: Determination of the salary

Salaries for employees of the Rwanda Social Security Board shall be determined basing on the job classification and in accordance with general principles on salary calculation in Public Service.

The level, index value and the gross salary corresponding to each job position in the Rwanda Social Security Board are in annex to this Order.

Sur proposition du Ministre de la Fonction Publique et du Travail;

Après examen et adoption par le Conseil des Ministres en sa séance du 13/02/2015

ARRETE:

Article premier: Objet du présent Arrêté

Le présent arrêté fixe les salaires et autres avantages accordés au personnel de l'Office Rwandais de Sécurité Sociale (RSSB).

Article 2: Structure organisationnelle et profils d'emplois

La structure organisationnelle et profils d'emplois de l'Office Rwandais de Sécurité Sociale (RSSB) sont respectivement aux annexes I et II du présent arrêté.

Article 3: Détermination du salaire

Les salaires accordés au personnel de l'Office Rwandais de Sécurité Sociale sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi au sein de l'Office Rwandais de Sécurité Sociale sont en annexe du présent arrêté.

Ingingo 4: Ibigize umushahara mbumbe

Umushahara mbumbe wa buri kwezi ku Mukozi ukubiyemo iby’ ingenzi bikurikira:

- 1 ° umushahara fatizo;
- 2 ° indamunite y’icumbi;
- 3 ° indamunite y’urugendo;
- 4 ° inkunga ya Leta mu bwiteganyirize bw’umukozi;
- 5 ° inkunga ya Leta yo kuvuza umukozi.

Indamunite y’urugendo ivugwa mu gika kibanziriza iki ntigenerwa Abayobozi bari ku nzego z’imirimo za “E”, “F”, “G/1.IV” na “H/2” boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite Gutwara Abantu mu nshingano ze; ndetse n’Abakozi bari ku rwego rwa “3” bagenerwa indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru wa RSSB

Umuyobozi Mukuru wa RSSB agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° amafaranga yo kwishyura telefoni yo mu biro angana n’ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi, amafaranga ibihumbi mirongo

Article 4: Composition of the gross salary

The monthly gross for each employee shall mainly be composed of the following:

- 1 ° basic salary;
- 2 ° housing allowance;
- 3 ° transport allowance;
- 4 ° state contribution for social security;
- 5 ° State contribution for medical care.

The transport allowance specified in the previous paragraph shall not be granted to officials positioned on levels “E”, “F”, “G/1.IV” and “H/2” whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level “3” who are entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

Article 5: Fringe benefits for the Director General of RSSB

The Director General of RSSB shall be entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (100,000 Rwf) each month for office landline and forty thousand Rwandan francs (40,000

Article 4: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement :

- 1 ° le salaire de base;
- 2 ° l’indemnité de logement ;
- 3 ° l’indemnité de transport ;
- 4 ° la contribution de l’Etat à la sécurité sociale ;
- 5 ° la contribution de l’Etat aux soins médicaux.

L’indemnité de transport dont question à l’alinéa précédent n’est pas allouée aux Agents de l’Etat aux postes de niveau “E”, “F”, “G/1.IV” et “H/2” pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux poste de niveau “3” qui bénéficient l’indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Article 5: Avantages alloués au Directeur Général de RSSB

Le Directeur Général de RSSB bénéficie des avantages suivants :

- 1 ° les frais de téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois et les frais d’internet sans fil

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ine y'u Rwanda (40.000Frw) buri kwezi ya internet igendanwa n'aya telefoni igendanwa angana n'ibihumbi ijana na mirongo itanu (150.000 Frw) buri kwezi;

Rwf) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (150,000 Rwf) per month for mobile phone;

équivalent à quarante mille francs rwandais (40.000 Frw) par mois et ceux de téléphone portable équivalent à cent cinquante mille francs rwandais (150.000 Frw) par mois ;

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana atatu y'u Rwanda (300.000 frw) buri kwezi anyura kuri konti y'urwego bireba;

2 ° office guest's entertainment allowance of three hundred thousand Rwandan francs (300,000 Rwf) per month and transferred to the institution's account;

2 ° les frais de représentation au service équivalent à trois cent mille francs rwandais (300.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;

3 ° Leta imworohereza mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

3 ° The Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

3 ° L'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umuyobozi Mukuru Wungirije uri ku rwego rwa "F"

Umuyobozi Mukuru Wungirije uri ku rwego rwa "F" agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:

1 ° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi n'aya telefoni igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi;

Article 6: Fringe benefits for a Deputy Director General on "F" Job level

A Deputy Director General on "F" jobs level shall be entitled to the following fringe benefits:

1 ° one hundred thousand Rwandan francs (100,000 Rwf) per month for office landline and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone;

Article 6: Avantages alloués au Directeur Général Adjoint de RSSBau poste de niveaux "F"

Un Directeur Général Adjoint au poste de niveaux "F" bénéficient des avantages comme suit :

1 ° cent mille francs rwandais (100.000 Frw) par mois et des frais de téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois ;

2 ° Leta imworohereza mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

2 ° The Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

2 ° L'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 7: Ibindi bigenerwa Head of Department uri ku rwego rwa “G/1.IV”

Head of Department bagenerwa ibindi bibafasha gutunganya imirimo bikurikira:

- 1 ° amafaranga y’itumanaho rya telefoni yo mu biro angana n’ibihumbi ijana y’u Rwanda (100.000 Frw) n’irya telefone igendanwa angana n’ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi;
- 2 ° Leta imworohereza mu bijyanye n’uburyo bw’ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.

Ingingo ya 8: Ibindi bigenerwa Division Manager uri ku rwego rwa “2.III”

Division Manager uri ku rwego rwa “2.III” agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:

- 1 ° *Division Managers* agenerwa amafaranga y’itumanaho rya telefoni yo mu biro angana n’amafaranga ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw) buri kwezi n’ay’itumanaho rya telefone igendanwa angana n’ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw) buri kwezi;
- 2 ° *Division Managers* yoroherezwa kandi mu bijyanye n’uburyo bw’ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze;

Article 7: Fringe benefits for a Head of Department on “G/1.IV” job classification level

A Head of Department shall be entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (100,000 Rwf) each month for office land line and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone;
- 2 ° The Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

Article 8: Fringe benefits for a Division Manager on “2.III” job classification level

A Division Manager on “2.III” job classification level shall be entitled to fringe benefits as follows:

- 1 ° Division Managers shall be entitled to seventy thousand Rwandan francs (70,000 Rwf) each month for office land line and a mobile phone communication allowance of seventy thousand Rwandan francs (Rwf 70,000) per month;
- 2 ° Division Managers shall also be entitled to transport facilitation in accordance with the Instructions of the Minister responsible for transport;

Article 7: Autres avantages alloués au Chef de Département au poste de niveau “G/1.IV”

Un Chef de Département bénéficie des avantages suivants:

- 1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) et de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;
- 2 ° L’Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 8: Autres avantages alloués au Chef de Division au poste de niveau “2.III”

Un Chef de Division au poste de niveau “2.III” bénéficie des avantages comme suit:

- 1 ° Chefs de Division bénéficient des frais de communication par téléphone de bureau équivalant à septante mille francs Rwandais (70.000 Frw) et de téléphone portable équivalant à septante mille francs rwandais (70.000Frw) par mois;
- 2 ° Chefs de Division bénéficient aussi d’une facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions;

Ingingo ya 9: Ibindi bigenerwa Abayobozi b'Amashamibari ku rwego rw'imirimo rwa "3"

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

- 1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;
- 2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3.II" bafite itsinda ry'Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (Rwf 100,000) buri kwezi ya telefoni yo mu biro.

Ingingo ya 10: Indamunite y'urugendo rw'imodoka

Iyo Abayobozi Bakuru bari ku rwego rwa "E", "F", G/1.IV na "H/2" bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibagenera indamunite y'urugendo hakurikijwe ibiteganywa n'Amabwiriza ya Minisitiri ufite Gutwara Abantu mu nshingano ze.

Article 9: Fringe benefits for Directors of Units on "3" job classification level

Directors of Units on "3" job classification level shall each be entitled to fringe benefits as follows:

- 1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month;
- 2 ° a special transport allowance as determined by instructions of the Minister responsible for public service.

Directors of Units on level "3.II" with a pool of public servants under their responsibilities in accordance with the approved organizational structure shall also each be entitled to an office telephone of one hundred thousand Rwandan francs (Rwf 100,000) per month.

Article 10: Mileage allowance

When Senior Officials on levels "E", "F", G/1.IV and "H/2" go on official mission inside the country by using their vehicles, the State pay them mileage allowances specified in the relevant Ministerial Instructions issued by the Minister responsible for transport.

Article 9: Autres avantages alloués aux Directeurs d'Unités aux postes de niveau "3"

Les Directeurs d'Unités aux postes de niveau "3" bénéficient chacun d'autres avantages comme suit:

- 1 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois.
- 2 ° indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Les Directeurs d'Unités aux postes de niveau "3.II" ayant des Agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient aussi chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

Article 10: Indemnité kilométrique

Lors que les hauts cadres aux postes de niveaux "E", "F", G/1.IV et "H/2" vont en missions officielles à l'intérieur du pays en utilisant leurs véhicules; l'Etat leur octroie des indemnités kilométriques conformément aux Instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 11: Abashinzwe gushyira mubikorwa iri teka

Minisitiri w'Imari n'Igenamigambi, Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Ibikorwa Remezo bashinzwe kubahiriza iri teka.

Ingingo ya 12: Ivanwaho ry'ingingozinyuranyije n'iri teka

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.

Ingingo ya 13: Igihe iteka ritangiragukurikizwa

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

Kigali ku wa **24/02/2015**

Article 11: Authorities responsible for the implementation of this Order

The Minister of Finance and Economic Planning, the Minister of Public Service and Labour and the Minister of Infrastructure are entrusted with the implementation of this Order.

Article 12: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 13: Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda.

Kigali on **24/02/2015**

Article 11: Autorités chargées de l'exécution du présent arrêté

Le Ministre des Finances et de la Planification Economique, le Ministre de la Fonction Publique et du Travail et le Ministre des Infrastructures sont chargés de l'exécution du présent arrêté.

Article 12: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 13: Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

Kigali le **24/02/2015**

(sé)

MUREKEZI Anastase
Minisitiri w'Intebe

(sé)

MUREKEZI Anastase
Prime Minister

(sé)

MUREKEZI Anastase
Premier Ministre

(sé)

UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)

UWIZEYE Judith
Minister of Public Service and Labour

(sé)

UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)

BUSINGYE Johnston
Minister of Justice/Attorney General

(sé)

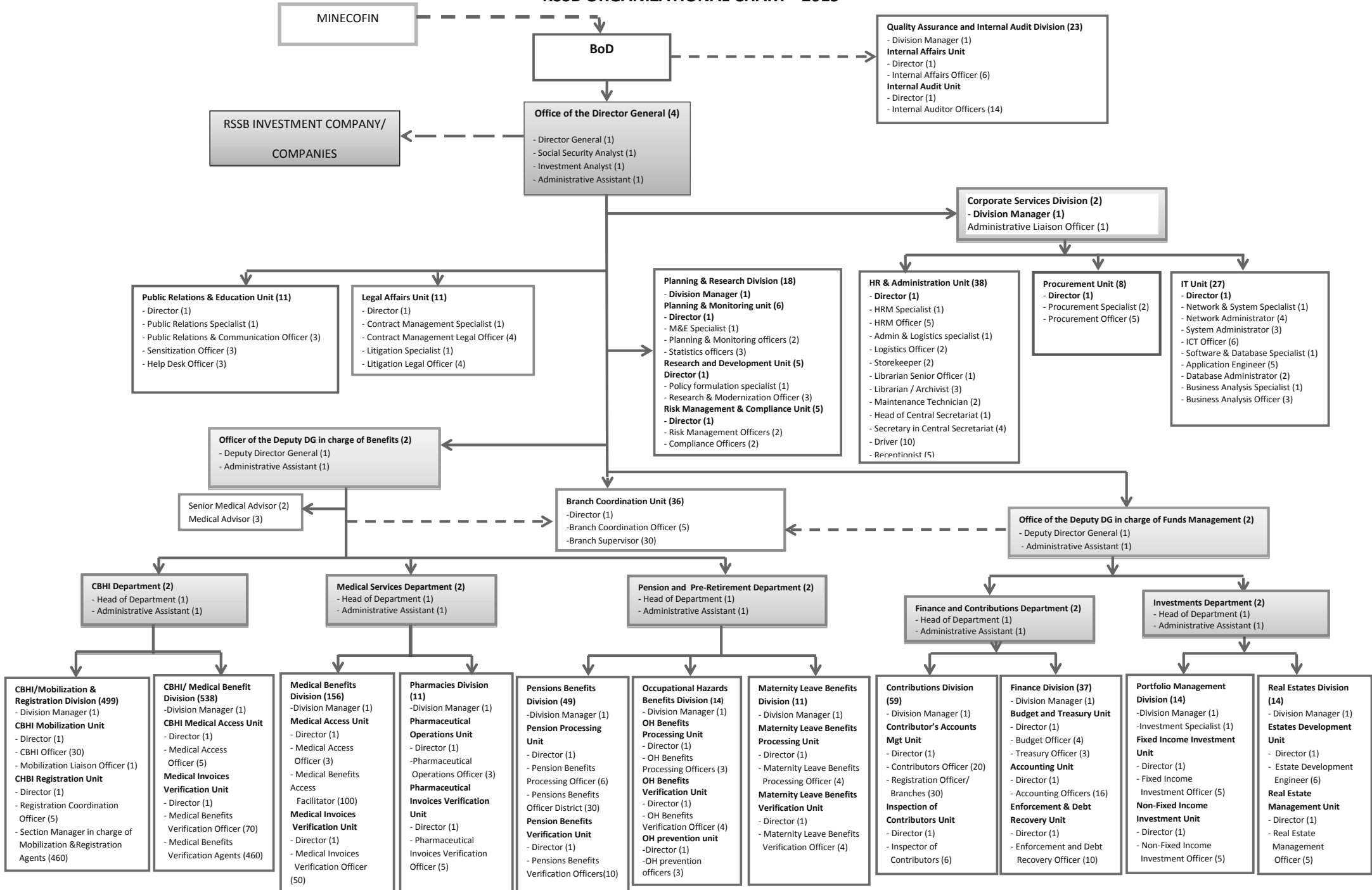
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISTIRI W'INTEBE N° 27/03 RYO KU
WA 24/02/2015 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
CY'UBWITEGANYIRIZE MU RWANDA
(RSSB)

ANNEXI TO THE PRIME MINISTER'S
ORDER N°27/03 OF 24/02/2015
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
RWANDA SOCIAL SECURITY BOARD
(RSSB)

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°27/03 DU 24/02/2015 PORTANT
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES AU
PERSONNEL DE L'OFFICE RWANDAIS DE
SECURITE SOCIALE (RSSB)

RSSB ORGANIZATIONAL CHART - 2015



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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 27/03 ryo kuwa 24/02/2015 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB)

Kigali, kuwa **24/02/2015**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakoziba Letan'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

(sé)
BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n°27/03 of 24/02/2015 determining organizational structure, salaries and fringe benefits for employees of the Rwanda Social Security Board (RSSB)

Kigali, on **24/02/2015**

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°27/03 du 24/02/2015 portant structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais de Sécurité Sociale (RSSB)

Kigali, le **24/02/2015**

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)
BUSINGYE Johnston
Ministre de la Justice/ Garde des Sceaux

**UMUGEREKA WA II W'ITEKA RYA
MINISTIRI W'INTEBE N°27/03 RYO KU
WA 24/02/2015 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B' IKIGO
CY'UBWITEGANYIRIZE MU RWANDA
(RSSB)**

**ANNEX II TO THE PRIME MINISTER'S
ORDER N°27/03 OF 24/02/2015
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
RWANDA SOCIAL SECURITY BOARD
(RSSB)**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°27/03 DU 24/02/2015 PORTANT
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES AU
PERSONNEL DE L'OFFICE RWANDAIS DE
SECURITE SOCIALE (RSSB)**

RSSB - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Office of the Director General	Director General	Director General	Political appointee	1
	Social Security Analysit	Social Security Analyst	<p>Maters or equivalent in Actaurial studies, Economics, Finance, statistcis, Strategic management, Law with with 5 years relevant working experience and 2 years in senior positions</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Social Security legislation skills - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; 	1

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	Investment Analyst	Investment Analyst	<p>A0 in Accounting, Finance, Project Management, Economics with professional qualification such as ACCA, CFA, CPA and 5 years of relevant working experience or Masters in Accounting, Finance, Project Management, Economics with 3 years of relevant working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Strong Analytical Skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Team work 	1
	Administrative Assistant	Administrative Assistant to the DG	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills;- Excellent Communication, Organizational, Interpersonal Skills;- Computer knowledge (Word Processing, Power Point and Internet)- Analytical and problem solving skills;-Time management skills;- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/TOTAL				4

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Quality Assurance & Internal Audit Division	Division Manager	Quality Assurance & Internal Audit Division Manager	<p>A0 in Finance, Accounting, Audit with professional qualification such as ACCA and 5 years of relevant working experience. or Masters in Finance, Accounting, Audit with 3 years of relevant working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of financial and Audit Standards; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Excellent problem-solving skills and clear logical thinking; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Internal Affairs Unit	Director of Unit	Director of Internal Affairs Unit	<p>A0 in Finance, Accounting, Management, Economics, Business Administration, Public Administration with 3 years of working experience or Master's Degree in Finance, Accounting, Management or Economics, Business Administration, Public Administration with 1 year of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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	Internal Affairs	Internal Affairs Officer	<p>A0 in Finance, Accounting, Management, Economics, Business Administration, Public Administration</p> <p>Key Technical Skills & Knowledge required:- Knowledge of Rwanda Financial Law, - Knowledge of Management of cash flows, Banking, Money market transactions and capital market transactions;- Knowledge of International Agreements;- Knowledge on Corporate Affairs;- Knowledge on Tax Policy;- Organizational Skills;- Interpersonal Skills- Communication skills; - Time Management Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</p>	6
Internal Audit Unit	Director of Unit	Director of Internal Audit	<p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience or Master's Degree in Finance, Accounting or Management with specialization in Finance/Accounting with 1 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

	Internal Audit	Internal Audit	<p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	14
S/Total				23
Public Relation, Communication and Education Unit	Director of Unit	Director of Public Relation, Communication and Education Unit	<p>A0 in Communication, Public Relation, International Relations, Journalism, Marketing, Linguistics and Literature with 3 years of working experience or Master's Degree in Communication, Public Relation, International Relations, Journalism, Marketing, Linguistics and Literature with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High Excellent communication skills both orally and in writing - High Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative Skill - High organisational and time-management skills - Team working skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1

	Public Relation and Communication Specialist	Public Relation and Communication Specialist	<p>A0 in Communication, Public Relation, International Relations, Journalism, Marketing, Linguistics and Literature with 3 years of working experience or Master's Degree in Communication, Public Relation, International Relations, Journalism, Marketing, Linguistics and Literature</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High Excellent communication skills both orally and in writing - High Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative Skill - High organisational and time-management skills - Team working skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
	Public Relations and Communication Officer	Public Relations and Communication Officer	<p>A0 in Communication, Public Relation, International Relations, Journalism, Marketing, Linguistics and Literature .</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing- Excellent interpersonal skills- Report writing and presentation skills- Computer skills- Creativity and initiative Skill- Good organisational and time-management skills- Team working skills- Effective public relations and public speaking skills- Interviewing skills- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	3

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	Sensitization Officer	Sensitization Officer	<p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature, Education Sciences, Law, Public Health, Business Administration, Sociology, Social Work, Public Administration, Administrative Sciences, Management, Demography, Development Studies.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative Skill - Good organisational and time-management skills - Team working skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	3
	Help Desk Officer	Help Desk Officer	<p>A2 in Secretariat Studies, Human Sciences with 2 years of working experience Or A1 in Secretariat Studies, Office Management, Education Sciences, Marketing, Law, Communication, Management, Business Administration</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Computer knowledge (Word processing, Power Point and Internet); - Time management skills; - Analytical and problem solving; - Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage 	3
S/TOTAL				11

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Legal Affairs Unit	Director of Unit	Director of Legal Affairs Unit/ State Attorney	<p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:- Extensive knowledge and understanding of the Rwandan legal system; - Knowledge of Social Security Policy;- Organizational Skills;- Creative, proactive, customer focused, solutions led and outcome driven Skills;- Interpersonal Skills- Effective communication skills; - Time Management Skills;- Decision making Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</p>	1
	Contracts Management Specialist	Contracts Management Specialist	<p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in Legislative Drafting, International Law, Business Law, Legal Studies, or Administrative Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Knowledge of the Rwandan procurement and employment laws; - Creative, proactive, customer focused, solutions led and outcome driven; - High Analytical Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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	Contract Management Legal Officer	Contract Management Legal Officer	<p>A0 in Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Knowledge of the Rwandan procurement and employment laws; - Knowledge of Social Security Policy; - Knowledge of International Agreements; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills- - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	4
	Litigation	Litigation Specialist/ State Attorney	<p>A0 in Law with 3 years of working experience or Master's Degree or Equivalent in Public Law, International Law, Administrative Law, Legal Studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Knowledge of Social Security Policy; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1

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	Litigation	Litigation Officer	<p>A0 in Law</p> <p>Key Technical Skills & Knowledge required:- Extensive knowledge and understanding of the Rwandan legal system; - Knowledge of Social Security Policy;- Organizational Skills;- Creative, proactive, customer focused, solutions led and outcome driven Skills;- Interpersonal Skills- Effective communication skills; - Time Management Skills;- Decision making Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</p>	4
S/TOTAL				11
Corporate Services Division	Division Manager	Corporate Services Division Manager	<p>A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 5 years of working experience or Master's Degree in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 3 years of relevant working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Human Resources Policy and procedures; - Knowledge of Rwanda Public Servant & Labour laws; - Leadership skills; - Coordination, Planning & Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Judgment and Decision Making Skills; - Negotiation Skills; - Time Management Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

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	Administrative Assistant	Administrative Liaison Officer	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Science, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:- Office Management Skills;- Excellent Communication, Organizational, Interpersonal Skills;- Computer knowledge (Work Processing, Power Point and Internet)- Analytical and problem solving skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</p>	1
S/TOTAL				2
Human Resource and Administration unit	Unit Director	Director of Human Resource & Administration Unit	<p>A0 in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 5 years of working experience or Master's Degree in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Leadership and management skills; - Planning and organisational skills; - High Analytical Skills; - Communication skills; - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem Solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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Human Resource Management Specialist	Human Resources Management Specialist	Human Resource Management Specialist	<p>A0 in Human Resources Management, Management with specialization in Human Resource Management, Business Administration with specialization in Human Resource Management with 3 years of working experience or Master's Degree in Human Resources Management, Management with specialization in Human Resource Management, Business Administration with specialization in Human Resource Management with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <p>-Deep knowledge of Rwandan public service and labor laws;- Knowledge in Conflict Management;- knowledge of the regulations applying to payroll procedures;- Knowledge of human resources concepts, practices, policies, and procedures;- Problem Solving Skills;- Computer Skills;- Judgment & Decision Making Skills;- Time management Skills;- Interview Skills;- High analytical Skills;- Team working Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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	Human Resources Officer	Human Resources Officer	<p>A0 in Human Resources Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Deep knowledge of Rwandan public service and labor laws; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	5
Administration and Logistics Specialist	Administration and Logistics Specialist	Administration and Logistics Specialist	<p>A0 in Management, Public Administration, Administrative Sciences, Finance, Accounting, Economics with 3 years of working experience or Master's Degree in Management, Public Administration, Administrative Sciences, Finance, Accounting, Economics with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of human resources concepts, practices, policies, and procedures;- Knowledge of organizational structure, workflow, and operating procedures;-Knowledge in Monitoring & System Evaluation;- Leadership and management skills;- Planning and organisational skills;- High Analytical Skills;- Communication skills;- Time management Skills- Interviewing Skills;- Judgment & Decision making skills;- Complex Problem Solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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	Logistic Officer	Logistics Officer	<p>A0 in Store Management, Management, Finance, Economics, Accounting, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
	Storekeeping	Storekeeper	<p>A1 in Store Management, Management, Finance, Economics, Accounting, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:- Knowledge of Management of Material Resources;- Knowledge of supply chain management;- Organizational Skills;- Computer Skills;- Communication Skills;- Report writing & Presentation Skills;- Analytical Skills;- Interpersonal Skills;- Time management Skills;- Negotiation Skills;- Team working Skills- Problem Solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	2

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	Documentation & Archives	Librarian Senior Officer	<p>A0 in Library & information Science or A1 in Library & information Science, Office Management, Bibliothéconomie with 2 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -proficiency in information technology; -Computer literacy; - Bookkeeping Skills; -Knowledge of integrated document management -Knowledge of archive management software -Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Documentation & Archives	Librarian / Archivist	<p>A0 in Library & information Science or A1 in Library & information Science, Office Management, Bibliothéconomie.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -proficiency in information technology;-Computer literacy;- Bookkeeping Skills;-Knowledge of integrated document management-Knowledge of archive management software- Knowledge of the documentation management system(DMS) would be an advantage.- Organizational Skills;- Interpersonal Skills;- Planning Skills;- Communication Skills;- Report writing & Presentation skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	3

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	Maintenance Technician	Maintenance Technician	<p>A1 in Electricity, Construction, Electronic, Electromechanical or A2 in Electricity, Construction, Electronic, Electromechanical with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Safety Awareness Skills; - Fundamentals Knowledge of Electricity; - Fundamentals Knowledge of Electrical Systems and Equipment - Good Time Management Skills; - Organizational Skills 	2
	Head of Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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	Secretary	Secretary in Central Secretariat	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration;- Communication Skills;- Computer Skills;- Interpersonal Skills;- Organizational Skills;- Stress Management Skills;- Time Management Skills;- Bookkeeping Skills;- Analytical & Problem solving Skills;- Decision Making Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	4
	Driver	Driver	<p>Driving license B Category with good driving record and mechanical skills</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Strong customer service orientation skills - Team Working and collaborative skills - General Mechanical Skills - Diligent attention to safety skills. - Organisational skills - Interpersonal skills - Communicational skills - Good knowledge of routes within main area of operation; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	10

	Receptionist	Receptionist	<p>A1 in Secretariat Studies, Linguistic and Literature, Public Administration, Administrative Sciences, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Strong interpersonal and communication skills- High attention to detail- Able to stand for extended periods of time- Avid understanding of front desk operations- Good time management skills- Excellent telephone etiquettes- In depth knowledge of administrative and clerical protocols- Knowledge of customer services practices - Highly skilled in handling incoming calls and routing them appropriately - Highly skilled in greeting visitors and directing them to the right person or section- In-depth knowledge of managing the guests book and issuing security passes- Hands-on experience in giving information and answer questions- Proven record of answering calls and taking messages- Demonstrated ability to deal with phone and email enquiries- Able to keep an organized reception area- Comprehensive knowledge of organizing reading material in the waiting area 	5
S/TOTAL				38

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Procurement Unit	Director of Unit	Director of Procurement Unit	<p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics, Engineering with 3 years of working experience or Master's Degree in Procurement, Management, Accounting, Law, Public Finance, Economics, Engineering with 1 year of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge of basic business and purchasing practices - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices tenders of commodities; - Knowledge in contract drafting and negotiation - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. 	1
	Procurement Specialist	Procurement Specialist	<p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics, Engineering with 3 years of working experience or Master's Degree in Procurement, Management, Accounting, Law, Public Finance, Economics, Engineering.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge of basic business and purchasing practices - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices tenders of commodities; - Knowledge in contract drafting and negotiation - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. 	2

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	Procurement Officer	Procurement Officer	<p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics, Engineering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge of basic business and purchasing practices - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices tenders of commodities; - Knowledge in contract drafting and negotiation - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. 	5
S/TOTAL				8

ICT Unit	Director of Unit	Director of ICT Unit	<p>Master's Degree in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 years of working experience in ICT or A0 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information Management System, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none">- Knowledge of Rwanda's justice ICT Policies and Strategies as well as National ICT Policy;- Deep Understanding of information technology and telecommunications;- Capacity to research and analyze technology problems, issues, and program requirements.- Knowledge of computer hardware/software technologies.- Interpersonal Skills;- Communication skills - Negotiation Skills;- Problem-solving skills;- Analytical skills a- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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	Network & System Specialist	Network & System Specialist	<p>Master's Degree in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A0 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information Management System, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
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	Network Administrator	Network Administrator	<p>A0 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none">- Knowledge of Rwanda's ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems;- Proficient in Microsoft Office products;- Proficient in basic networking protocols and standards;- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;- Interpersonal Skills;- Communication skills- Negotiation Skills;- Problem-solving skills;- Analytical skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	4
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	System Administrator	System Administrator	<p>A0 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none">- Knowledge of Rwanda's ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems;- Proficient in Microsoft Office products;- Proficient in basic networking protocols and standards;- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;- Interpersonal Skills;- Communication skills- Negotiation Skills;- Problem-solving skills;- Analytical skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	3
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	ICT Officer	ICT Officer	<p>A0 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems- Proficient in Microsoft Office products- Proficient in basic networking protocols and standards- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;- Interpersonal Skills;- Communication skills - Negotiation Skills;- Problem-solving skills;- Analytical skills- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	6
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	Software & Database Administrator	Software & Database Administration Specialist	<p>Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A0 in Computer Science, Software Engineering, Computer Engineering, Information Management System, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems- Proficient in Microsoft Office products- Proficient in basic networking protocols and standards- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;- Interpersonal Skills;- Communication skills - Negotiation Skills;- Problem-solving skills;- Analytical skills- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
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	Database Administrator	Database Administrator	<p>A0 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems- Proficient in Microsoft Office products- Proficient in basic networking protocols and standards- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;- Interpersonal Skills;- Communication skills - Negotiation Skills;- Problem-solving skills;- Analytical skills- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
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	Application Engineer	Application Engineer	<p>A0 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	5
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	Business Analysis	Business Analysis Specialist	<p>Master's Degree in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A0 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information Management System, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Proficiency in Strategic Thinking, Analytical and Technical Mindset. -Proficiency in Project Management, Leadership and Team-building -Ability to work across teams -Good command of oral language skills and writing ability -Good interpersonal communication skills and ability to work with others under pressure and solve problems 	1
	Business Analysis	Business Analysis Officer	<p>A0 in Computer Science, Business Computing, Software Engineering, Computer Engineering, Information Communication Technology, Electronics and Telecommunication.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Proficiency in Strategic Thinking, Analytical and Technical Mindset. -Proficiency in Project Management, Leadership and Team-building -Ability to work across teams -Good command of oral language skills and writing ability -Good interpersonal communication skills and ability to work with others under pressure and solve problems 	3
S/Total				27

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Planning Division	Division Manager	Planning Division Manager	<p>A0 in Economics, Statistics, Actuarial studies and any other related course with 7 years relevant experience or Master's degree in related fields with 5 years of relevant working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Modeling skills; - Communication Skills; - High analytical Skills; - Risk profiling skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
Planning and Monitoring Unit	Director of Unit	Planning & Monitoring unit Director	<p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years relevant experience or Master's degree in Economics, Management, Development Studies, Project Management, Business Administration with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Modeling skills; - Communication Skills; - High analytical Skills; - Risk profiling skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

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Monitoring & Evaluation	Monitoring & Evaluation Specialist	<p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience or Master's Degree in Economics, Management, Development Studies, Project Management, Business Administration.</p> <p>Key Technical Skills & Knowledge required:- M&E skills;- Knowledge of Strategic planning;- Knowledge of organizational structure, workflow & operation procedures;- Communication Skills;- High analytical Skills;- Team working Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1
Planning & Monitoring Officer	Planning & Monitoring Officer	<p>A0 in Economics, Management, Development Studies, Project Management, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Strategic planning; - Knowledge of Monitoring and Evaluation concepts and tools; - Knowledge to conduct monitoring exercises; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - Analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2

	Statistics	Statistician	<p>A0 in Statistics, Applied Mathematics, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Database Management - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of various statistical software packages; - Research skills; - Communication Skills; - High analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	3
Research & Development unit	Director of Unit	Research & Development unit Director	<p>A0 in Economics, Statistics, Actuarial Studies, Demography 3 years of working experience or Master's Degree in related fields with 1 year of relevant work experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Strategic planning;- Knowledge of Monitoring and Evaluation concepts, systems and tools;- Knowledge to conduct monitoring exercises;- Knowledge of organizational structure, workflow & operation procedures;- Research methodology skills ;- Knowledge of policy formulation framework;- Communication Skills;- Analytical Skills;- Team working Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

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	Policy Formulation Specialist	Policy Formulation Specialist	<p>A0 in Economics, Statistics, Actuarial Studies, Demography 3 years of working experience or Master's Degree in related fields</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Strategic planning; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Knowledge of organizational structure, workflow & operation procedures; - Research methodology skills ; - Knowledge of policy formulation framework; - Communication Skills; - Analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Research & Modernization Officer	Research & Modernization Officer	<p>A0 in Economics, Statistics, Development Studies, Actuarial Studies ,Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Strategic planning; - Knowledge of Research methods; - Communication Skills; - Analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	3

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Risk Management & Compliance Unit	Director of Unit	Director of Risk Management & Compliance Unit	A0 in Risk Management, Actuarial Studies, Economics with 3 years of working experience or Master's Degree in Risk Management, Actuarial Studies, Economics with 1 year of working experience. Key Technical Skills & Knowledge required:- Risk assessment skills;- Good leadership skills;- Knowledge of organizational structure, workflow & operation procedures;- Communication Skills;- Analytical Skills;- Interpersonal skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Risk Management Officer	Risk Management Officers	A0 in Risk Management, Actuarial Studies, Economics d courses Key Technical Skills & Knowledge required: - Risk assessment skills; - Knowledge of organizational structure, workflow & operation procedures; - Communication Skills; - Analytical Skills; - Interpersonal skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2
	Compliance Officer	Compliance Officer	A0 in Risk Management, Actuarial Studies, Economics, law Key Technical Skills & Knowledge required: - Risk assessment skills; - Knowledge of organizational structure, workflow & operation procedures; - Communication Skills; - Analytical Skills; - Interpersonal skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2
S/TOTAL				18

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Branch Coordination Unit	Director of Unit	Director of Branch Coordination Unit	<p>A0 in Management, Finance, Economics, Public Health, Business Administration, Public Administration, Sociology, Administrative Sciences, Social Work, Law with 3 years of working experience or Master's Degree in Management, Finance, Economics, Public Health, Business Administration, Public Administration, Sociology, Administrative Sciences, Social Work, Law with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <p>- Extensive knowledge and understanding of the Rwandan legal system- Good knowledge of government policy-making and legislative processes;- Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literate;- Coordination, planning and organisational skills;- Interpersonal skills;-Collaboration and team working skills;-Effective communication skills;-Administrative skills;-Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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	Branch Coordination Officer	Branch Coordination Officer	<p>A0 in Management, Finance, Economics, Public Health, Business Administration, Public Administration, Sociology, Administrative Sciences, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	5
	Branch Supervision	Branch Supervision	<p>A0 in Management, Finance, Economics, Public Health, Business Administration, Public Administration, Sociology, Administrative Sciences, Social Work, Law.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system- Good knowledge of government policy-making and legislative processes;- Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literate;- Coordination, planning and organisational skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	30

S/TOTAL				36
Office of Deputy DG in charge of Benefits	Deputy DG	Deputy DG in charge of Benefits	Political appointee	1
	Administrative Assistant	Administrative Assistant to the Deputy DG in charge of Benefits	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
	Senior Medical Advisor	Senior Medical Advisor	<p>AO in Medicine with 5 years of working experience or Master's Degree in Medicine with 3 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge of Medical Practice;- High expertise in occupational health and safety at work place and social health insurance;- Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literacy;- Coordination, planning and organisational skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2

	Medical Advisor	Medical Advisor	<p>AO in Medicine with 3 years of working experience or Master's Degree in Medicine with 1 Year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge of Medical Practice; - High expertise in occupational health and safety at work place and social health insurance; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literacy; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	3
S/TOTAL				7
CBHI Department	Head of Department	Head of CBHI Department	<p>A0 in Public Health, Health Administration, Management with 7 years of relevant working experience or Master's Degree in Public Health, Health Administration, Management with 5 years of relevant working experience;</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Excellent leadership skills; - Organizational Skills; - Solutions led and outcome driven Skills; - Interpersonal Skills; - Effective communication skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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	Administrative Assistant	Administrative Assistant to the Head of CBHI Department	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/TOTAL				2
CBHI / Mobilization & Registration Division	Division Manager	CBHI / Mobilization & Registration Division Manager	<p>A0 in Marketing, Public Relations Communication, Management, Business Administration, Education, Law, Sociology, social work, Social Psychology, Clinical Psychology, Public Administration, Administrative Sciences with 5 years experience or Master's Degree in Marketing, Public Relations Communication, Management, Business Administration, Education, Law, Sociology, social work, Social Psychology, Clinical Psychology, Public Administration, Administrative Sciences 3 years of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - High Mobilization Skills; - High Planning & Organizational Skills; - Research Skills & Writing Skills; - High Interpersonal Skills; - Effective communication skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

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CBHI Mobilization Unit	Director of Unit	Director of CBHI Mobilization & Registration Unit	<p>A0 in Marketing, Public Relations Communication, Management, Business Administration, Education, Law, Sociology, social work, Social Psychology, Clinical Psychology, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Marketing, Public Relations Communication, Management, Business Administration, Education, Law, Sociology, social work, Social Psychology, Public Administration, Administrative Sciences with 1 year of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Knowledge in Community Based Organizations; - Knowledge in media campaigns ; - High Mobilization Skills; - High Planning & Organizational Skills; - Research Skills & Writing Skills; - High Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
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	CBHI Officer (District level)	CBHI Officer (District level)	<p>A0 in Marketing, Public Relations Communication, Management, Business Administration, Education, Law, Sociology, social work, Social Psychology, Clinical Psychology, Public Administration, Administrative Sciences .</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <p>- Extensive knowledge and understanding of the Rwandan Health system; - Knowledge in Community Based Organizations;- Knowledge in media campaigns ; - Mobilization Skills; - Planning & Organizational Skills;- Research Skills & Writing Skills;- Interpersonal Skills- Effective communication skills; - Time Management Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	30
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	CBHI Mobilization Officers	CBHI Mobilization Liaison Officer	<p>A0 in Marketing, Public Relations Communication, Management, Business Administration, Education, Law, Sociology, social work, Social Psychology, Clinical Psychology, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Knowledge in Community Based Organizations; - Knowledge in media campaigns ; - Mobilization Skills; - Planning & Organizational Skills; - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
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CBHI Registration Unit	Director of Unit	Director of CBHI Registration Unit	<p>A0 in Marketing, Public Relations Communication, Management, Business Administration, Education, Law, Sociology, social work, Social Psychology, Clinical Psychology, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Marketing, Public Relations Communication, Management, Business Administration, Education, Law, Sociology, social work, Social Psychology, Public Administration, Administrative Sciences with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <p>- Extensive knowledge and understanding of the Rwandan Health system; - Knowledge in Community Based Organizations;- Knowledge in media campaigns ; - High Mobilization Skills; - High Planning & Organizational Skills;- Research Skills & Writing Skills;- High Interpersonal Skills- Effective communication skills; - Time Management Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1
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	CBHI Registration Officer	CBHI Registration Officer	<p>A0 in Marketing, Public Relations Communication, Management, Business Administration, Education, Law, Sociology, social work, Social Psychology, Clinical Psychology, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Knowledge in Community Based Organizations; - Knowledge in media campaigns ; - Mobilization Skills; - Planning & Organizational Skills; - Research Skills & Writing Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	5
	CBHI Section Manager in charge of Mobilization & Registration	CBHI Section Manager in charge of Mobilization & Registration	<p>A2 in Nursing, Social workers, Humanities, Accounting, Commerce, Literature,</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Planning & Organizational Skills;- Interpersonal Skills- Communication skills; - Time Management Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	460
S/TOTAL				499

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CBHI Medical Benefits Division	Division Manager	CBHI Medical Benefits Division Manager	<p>A0 in Medicine, Public Health, Pharmacy, Health Administration, Health Sciences with 5 year of working experience or Master's Degree in Medicine, Public Health, Pharmacy, Health Administration, Health Sciences with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Medical Practice; - Leadership skills; - High analytical skills; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Medical Access Unit	Director of Unit	Director of Medical Access Unit	<p>A0 in Public Health, Pharmacy, Hospital Management, Nursing, Health Sciences, Health Administration, Hospital Administration with 3 year of working experience or Master's Degree in Public Health, Pharmacy, Hospital Management, Health Sciences, Health Administration, Hospital Administration with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:- Extensive knowledge of Medical Practice;- High expertise in occupational health and safety at work place and social health insurance;- Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literacy;-Coordination, planning and organisational skills;- Interpersonal skills;-Collaboration and team working skills;-Effective communication skills;-Time management skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1

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	Medical Access Officers	Medical Access Officers	A0 in Public Health, Pharmacy, Hospital Management, Nursing, Health Administration Key Technical Skills & Knowledge required:- Extensive knowledge of Medical Practice;- High expertise in occupational health and safety at work place and social health insurance;- Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literacy;-Coordination, planning and organisational skills;- Interpersonal skills;-Collaboration and team working skills;- Effective communication skills;-Time management skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	5
Medical Invoices Verification Unit	Director of Unit	Director of Medical Invoices Verification Unit	A0 in Public Health, Pharmacy, Hospital Management, Nursing, Health Sciences, Health Administration, Hospital Administration with 3 year of working experience or Master's Degree in Public Health, Pharmacy, Hospital Management, Health Sciences, Health Administration, Hospital Administration with 1 year of working experience Key Technical Skills & Knowledge required: - Extensive knowledge of Medical Practice; - High expertise in occupational health and safety at work place and social health insurance; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literacy; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Time management skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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	Medical Benefits Verification	Medical Benefits Verification Officer	A0 in Public Health, Pharmacy, Hospital Management, Nursing Health Sciences, Health Administration, Hospital Administration. Key Technical Skills & Knowledge required: - Extensive knowledge of Medical Practice;- High expertise in occupational health and safety at work place and social health insurance;- Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literacy;- Coordination, planning and organisational skills;- Interpersonal skills;-Collaboration and team working skills;-Effective communication skills;-Time management skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	70
	CBHI Medical Benefits Verification	CBHI Medical Benefits Verification Agent	A2 in Nursing with 2 years of working experience or A1 in Nursing Key Technical Skills & Knowledge required: - Planning & Organizational Skills; - Interpersonal Skills - Communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	460
S/Total				538

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Medical Services Department	Head of Department	Head of Medical Services Department	<p>A0 in Medicine, Public Health, Management with 7 years of relevant working experience or Master's Degree or Equivalent in related fields with 5 years of working experience.</p> <p>Key Technical Skills & Knowledge required:- Extensive knowledge and understanding of the Rwandan Health system; - Excellent leadership skills;- Solutions led and outcome driven Skills;- Interpersonal Skills- Effective communication skills; - Judgment & Decision making skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
	Administrative Assistant	Administrative Assistant to the Head of Medical Services Department	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/TOTAL				2

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Medical Benefits Division	Division Manager	Medical Benefits Division Manager	<p>A0 in Medicine Public Health, Pharmacy, Health Sciences, Health Administration, Hospital Administration with 5 years of experience or Masters in Medicine, Public Health, Pharmacy, Health Sciences, Health Administration, Hospital Administration with 3 years of relevant working experience;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Excellent leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills- Effective communication skills; - Time Management Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
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Medical Access Unit	Director of Unit	Director of Medical Access Unit	<p>A0 in Public Health, Pharmacy, Health Sciences, Health Administration, Hospital Administration with 3 years of working experience or Master's Degree or Equivalent in Public Health, Pharmacy, Epidemiology, Health sciences, Health Administration, Hospital Administration with at least 1 year of working experience;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Medical Access	Medical Access Officer	<p>A0 in Public Health, Pharmacy, Health Sciences, Health Administration, Hospital Administration, Nursing.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan Health system; - Organizational Skills;- Creative, proactive, customer focused, solutions led and outcome driven Skills;- Interpersonal Skills- Communication skills; - Time Management Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	3

	Medical Benefits Access Facilitation	Medical Benefits Access Facilitator	<p>A0 in Nursing with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	100
Medical Invoices Verification Unit	Director of Unit	Director of Medical Invoices Verification Unit	<p>A0 in Public Health, Pharmacy, Health Sciences, Health Administration, Hospital Administration with 3 years of working experience or Master's Degree or Equivalent in Public Health, Pharmacy, Epidemiology, Health sciences, Health Administration, Hospital Administration with at least 1 year of working experience;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills- - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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	Medical Invoices Verification Officer	Medical Invoices Verification Officer	<p>A0 in Public Health, Pharmacy, Health Sciences, Health Administration, Hospital Administration, Nursing</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	50
S/Total				156
Pharmacy Division	Division Manager	Pharmacy Division Management	<p>A0 in General Pharmacy with 5 years of working experience or Master's Degree or Equivalent in Pharmacy with at least 3 years of working experience;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Excellent Leadership skills;- Creative, proactive, customer focused, solutions led and outcome driven Skills;- Interpersonal Skills- Effective communication skills; - Judgment & Decision making skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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Pharmaceutical Operations Unit	Director of Unit	Director of Pharmaceutical Operations Unit	<p>A0 in General Pharmacy with 3 years of working experience or Master's Degree or Equivalent in Pharmacy with at least 1 year of working experience;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Pharmaceutical Operations Officers	Pharmaceutical Operations Officers	<p>A0 in General Pharmacy Key Technical Skills & Knowledge required:- Extensive knowledge and understanding of the Rwandan Health system; - Organizational Skills;- Creative, proactive, customer focused, solutions led and outcome driven Skills;- Interpersonal Skills- Communication skills; - Time Management Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	3

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Pharmaceutical Invoices Verification Unit	Director of Unit	Director of Pharmaceutical Invoices Verification Unit	<p>A0 in General Pharmacy with 3 years of working experience or Master's Degree or Equivalent in Pharmacy with at least 1 year of working experience;</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Pharmaceutical Invoice Verification	Pharmaceutical Invoice Verification	<p>A0 in Pharmacy, Public Health, Health Sciences, Health Administration, Hospital Management, Nursing.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan Health system; - Organizational Skills;- Creative, proactive, customer focused, solutions led and outcome driven Skills;- Interpersonal Skills- Communication skills; - Time Management Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	5
S/Total				11

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Pension & Pre-Retirement Benefits Department	Head of Department	Head of Pension & Pre-Retirement Benefits Department	<p>A0 in Finance, Accounting, Management, Economics with 7 years of relevant experience or Masters in Finance, Accounting, Management, Economics with 5 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Social Security Policy and legislation; - Excellent leadership skills; - Organizational Skills; - Solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Decision making Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1
	Administrative Assistant	Administrative Assistant to Head of Pension & Pre-Retirement Benefits Department	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills;- Excellent Communication, Organizational, Interpersonal Skills;- Computer knowledge (Work Processing, Power Point and Internet)- Analytical and problem solving skills;-Time management skills;- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				2

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Pension Benefits Division	Division Manager	Pension Benefits Division Manager	<p>A0 in Finance, Accounting, Management, Economics with 5 years of working experience or Master's Degree in Finance, Accounting, Management, Economics with 3 years of relevant working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - knowledge and understanding of the Rwandan legal system; - Knowledge of the Law establishing the General Statutes for Public Service; - Knowledge of Social Security Policy; - Knowledge of International Agreements/principles of pension Benefits; - Excellent leadership skills; - Solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Decision making Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1
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Pension Benefits Processing Unit	Director of Unit	Director of Pension Benefits Processing Unit	<p>A0 in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 3 years of working experience or Master's Degree in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <p>- Extensive knowledge and understanding of the Rwandan legal system; - Extensive Knowledge of the Law establishing the General Statutes for Public Service ; - Extensive Knowledge of Social Security Policy; - Knowledge of International Agreements for pension & Pe Retirement Benefits; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills- Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</p>	1
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	Pension Benefits Processing Officer	Pension Benefits Processing Officer	<p>A0 in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan legal system; - Knowledge of the Law establishing the General Statutes for Public Service ; - Knowledge of Social Security Policy; - Knowledge of International Agreements for pension & Pe Retirement Benefits; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	6
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	Pensions Benefits Processing Officer (District)	Pensions Benefits Officer Processing (District)	A0 in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies Key Technical Skills & Knowledge required:- Knowledge and understanding of the Rwandan legal system; - Knowledge of the Law establishing the General Statutes for Public Service ; - Knowledge of Social Security Policy;- Knowledge of International Agreements for pension & Pe Retirement Benefits;- Excellent leadership skills;- Organizational Skills;- Creative, proactive, customer focused, solutions led and outcome driven Skills;- Interpersonal Skills- Communication skills; - Time Management Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	30
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Pension Benefits Verification Unit	Director of Unit	Director of Pension Benefits Verification Unit	<p>A0 in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 3 years of working experience or Master's Degree in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Extensive Knowledge of the Law establishing the General Statutes for Public Service ; - Extensive Knowledge of Social Security Policy; - Knowledge of International Agreements for pension & Pe Retirement Benefits; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1
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	Pensions Benefits Verification Officer	Pensions Benefits Verification Officer	A0 in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies Key Technical Skills & Knowledge required:- Knowledge and understanding of the Rwandan legal system; - Knowledge of the Law establishing the General Statutes for Public Service ; - Knowledge of Social Security Policy;- Knowledge of International Agreements for pension & Pe Retirement Benefits;- Excellent leadership skills;- Organizational Skills;- Creative, proactive, customer focused, solutions led and outcome driven Skills;- Interpersonal Skills- Communication skills; - Time Management Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	10
S/Total				49

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Occupational Hazards Benefits Division	Division Manager	Occupational Hazards Benefits Division Manager	<p>A0 in Public health, Management, Economics with 7 years of working experience or Master's Degree in Public health, Management, Economics with 5 years of relevant working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - knowledge and understanding of the Rwandan legal system; - Knowledge of the Law establishing the General Statutes for Public Service; - Knowledge of Social Security Policy; - Knowledge of International Agreements/principles of pension Benefits; - Excellent leadership skills; - Solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Decision making Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1
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Occupational Hazards Benefits Processing Unit	Director of Unit	Director of Occupational Hazards Benefits Processing Unit	<p>A0 in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 5 years of working experience or Master's Degree in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:- Extensive knowledge and understanding of the Rwandan legal system; - Extensive Knowledge of the Law establishing the General Statutes for Public Service ; - Extensive Knowledge of Social Security Policy;- Knowledge of International Agreements for pension & Pe Retirement Benefits;- Excellent leadership skills;- Organizational Skills;- Creative, proactive, customer focused, solutions led and outcome driven Skills;- Interpersonal Skills- Effective communication skills; - Time Management Skills;- Decision making Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</p>	1
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Occupational Hazards Benefits Processing Officer	Occupational Hazards Benefits Processing Officer	<p>A0 in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan legal system; - Knowledge of the Law establishing the General Statutes for Public Service ; - Knowledge of Social Security Policy; - Knowledge of International Agreements for pension & Pe Retirement Benefits; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	3
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Occupational Hazards Benefits Verification Unit	Director of Unit	Director of Occupational Hazards Benefits Verification Unit	<p>A0 in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 5 years of working experience or Master's Degree in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:- Extensive knowledge and understanding of the Rwandan legal system; - Extensive Knowledge of the Law establishing the General Statutes for Public Service ; - Extensive Knowledge of Social Security Policy; - Knowledge of International Agreements for pension & Pe Retirement Benefits; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills- Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</p>	1
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	Occupational Hazards Benefits Verification Officer	Occupational Hazards Verification Officer	<p>A0 in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan legal system; - Knowledge of the Law establishing the General Statutes for Public Service ; - Knowledge of Social Security Policy; - Knowledge of International Agreements for pension & Pe Retirement Benefits; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	4
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	Unit Director	Occupation Hazards Prevention unit Director	<p>A0 in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 5 years of working experience or Master's Degree in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Extensive Knowledge of the Law establishing the General Statutes for Public Service ; - Extensive Knowledge of Social Security Policy; - Knowledge of International Agreements for pension & Pe Retirement Benefits; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills- - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1
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	Occupational Hazards prevention officers	Occupational Hazards prevention officers	<p>A0 in Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan legal system; - Knowledge of the Law establishing the General Statutes for Public Service ; - Knowledge of Social Security Policy; - Knowledge of International Agreements for pension & Pe Retirement Benefits; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	3
S/Total				14

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Maternity Leave Benefits Division	Division Manager	Maternity Leave Benefits Division Manager	<p>A0 in Public Health, Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 5 years of working experience or Master's Degree in Public Health, Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 3 years of relevant working experience.</p> <p>Key Technical Skills & Knowledge required:- knowledge and understanding of the Rwandan legal system; - Knowledge of the Law establishing the General Statutes for Public Service;- Gender related skills;- Knowledge of International Agreements/principles of pension Benefits;- Excellent leadership skills;- Solutions led and outcome driven Skills;- Interpersonal Skills- Effective communication skills; - Decision making Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</p>	1
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<p>Maternity Leave Benefits Processing Unit</p>	<p>Director of Unit</p>	<p>Director of Maternity Leave Benefits Processing Unit</p>	<p>A0 in Public Health, Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 3 years of working experience or Master's Degree in Public Health, Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Extensive Knowledge of the Law establishing the General Statutes for Public Service ; - Extensive Knowledge of Social Security Policy; - Knowledge of International Agreements for Maternity Leave Benefits; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	<p>1</p>
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	Maternity Leave Benefits Processing Officers	Maternity Leave Benefits Processing Officers	A0 in Public Health, Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies Key Technical Skills & Knowledge required:- Knowledge and understanding of the Rwandan legal system; - Knowledge of the Law establishing the General Statutes for Public Service ; - Knowledge of Social Security Policy;- Knowledge of International Agreements for Maternity Leave Benefits;- Organizational Skills;- Creative, proactive, customer focused, solutions led and outcome driven Skills;- Interpersonal Skills- Communication skills; - Time Management Skills;- Decision making Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	4
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<p>Maternity Leave Benefits Verification Unit</p>	<p>Director of Unit</p>	<p>Director of Maternity Leave Benefits Verification Unit</p>	<p>A0 in Public Health, Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 3 years of working experience or Master's Degree in Public Health, Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system; - Extensive Knowledge of the Law establishing the General Statutes for Public Service ; - Extensive Knowledge of Social Security Policy; - Knowledge of International Agreements for Maternity Leave Benefits; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	<p>1</p>
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	Maternity Leave Benefits Verification Officers	Maternity Leave Benefits Verification Officers	A0 in Public Health, Finance, Accounting, Management, Economics, Law, Public Administration, Sociology, Social Work, Business Administration, Development Studies . Key Technical Skills & Knowledge required: - Knowledge and understanding of the Rwandan legal system; - Knowledge of the Law establishing the General Statutes for Public Service ; - Knowledge of Social Security Policy;- Knowledge of International Agreements for Maternity Leave Benefits;- Organizational Skills;- Creative, proactive, customer focused, solutions led and outcome driven Skills;- Interpersonal Skills- Communication skills; - Time Management Skills;- Decision making Skills;- Computer Skills;- Judgment & Decision making skills;- Complex Problem solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	4
S/Total				11
Office of Deputy DG Funds Management	Deputy DG	Deputy DG Funds Management	Political Appointee	1
	Administrative Assistant	Administrative Assistant to the Deputy DG Funds Management	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
S/TOTAL				2

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Finance and Contributions Department	Head of Department	Head of Finance and Contributions Department	<p>At least A0 in Finance, Accounting, Management, Economics with 7 years of relevant working experience. Professional qualification (ACCA, CFA) is a must.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial reporting; - Knowledge of Rwanda Public Financial Law; - Excellent Leadership and management skills; - Planning, organisational and Budgeting skills; - Effective Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision making skills; - Complex Problem solving; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Administrative Assistant	Administrative Assistant to the Head of Finance and Contributions Department	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				2

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Contributions Division	Division Manager	Contributions Division Manager	<p>A0 in Finance, Accounting or Management, Economics, Business Administration with 5 years of relevant working experience or Master's Degree in a Finance, Accounting or Management, Economics, Business Administration with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwandan Laws related to social Security; - Excellent Leadership and management skills; - Planning and organisational; - Effective Communication skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Contributor's Accounts Mgt Unit	Director of Unit	Director of Contributor's Accounts Mgt Unit	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) with 1 year of working experience or A0 in Finance, Accounting, Management specialized in Finance/Accounting with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures;- Knowledge of Accounting principles and practices and financial data reporting;- Knowledge of Management of Material Resources;- Knowledge of supply chain management;- Knowledge of Rwanda Public Financial Law;- Leadership and management skills;- Planning and organisational, Budgeting skills;- Communication skills;- Strong IT skills, particularly in Financial software (SMART IFMIS);- Time management Skills- Interviewing Skills;- Judgment & Decision making skills;- Complex Problem solving;- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

	Contributions Officers	Contributor's Account Officers	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management, Economics with specialization in Finance/Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	20
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	Registration Officer /Branches	Registration Officer /Branches	<p>A0 in Marketing, Public Relations Communication, Management, Business Administration, Education, Law, Sociology, social work, Social Psychology, Clinical Psychology, Public Administration, Administrative Sciences .</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Health system; - Knowledge in Community Based Organizations; - Knowledge in media campaigns ; - Mobilization Skills; - Planning & Organizational Skills; - Research Skills & Writing Skills; - Interpersonal Skills- Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	30
Inspection of Contributors Unit	Director of Unit	Director of Inspection of Contributors Unit	<p>A0 in Accounting, Finance, Management, Economic, Business Administration with 3 years of working experience or Master's Degree in Accounting, Finance, Management, Economics, Business Administration with 1 year working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Strong Analytical Skills; - Excellent Leadership Skills; - High Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Team work - Confidentiality 	1

	Inspection of Contributors	Inspection of Contributors Officers	<p>A0 in Accounting, Finance or Management, Economics, Business Administration.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Strong Analytical Skills; - Excellent Leadership Skills; - High Organizational Skills; - Communication skills- Problem analysis and problem-solving skills- Team work- Confidentiality 	6
S/Total				59
Finance Division	Division Manager	Finance Division Manager	<p>At least A0 in Finance, Accounting, Management, Economics with 5 years of relevant working experience. Professional qualification (ACCA or CFA) is a must.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial reporting; - Knowledge of Rwanda Public Financial Law; - Excellent Leadership and management skills; - Planning, organisational and Budgeting skills; - Effective Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision making skills; - Complex Problem solving; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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Budget and Treasury Unit	Director of Unit	Director of Budget and Treasury Unit	<p>A0 in Accounting, Finance, Management specializing in Finance/Accounting with 5 years of working experience or Master's Degree in Accounting, Finance, Management specializing in Finance/Accounting with 3 years working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Strong Analytical Skills; - Excellent Leadership Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills- - Problem analysis and problem-solving skills- - Team work- - Confidentiality 	1
	Budget Officers	Budget Officer	<p>A0 in Finance, Accounting, Management, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	4

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	Treasury Officers	Treasury Officer	<p>A0 in Accounting, Finance, Management specializing in Finance/Accounting or Accounting Professional Qualification recognised by IFAC (ACCA , CPA etc)</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Analytical Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills- Problem analysis and problem-solving skills- Initiative Skills 	3
Accounting Unit	Director of Unit	Director of Accounting Unit	<p>A0 in Accounting, Finance, Management specializing in Finance/Accounting with 3 years of working experience or Master's Degree in Accounting, Finance, Management specializing in Finance/Accounting with 1 year working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Strong Analytical Skills; - Excellent Leadership Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Team work - Confidentiality 	1

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	Accounting Officers	Accounting Officer	<p>A0 in Accounting, Finance, Management specializing in Finance/Accounting.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of accounting principles and practices;- Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software;- Strong Analytical Skills;- Excellent Leadership Skills;- Technical accounting skills; - Planning & Monitoring Skills;- Organizational Skills;- Communication skills- Problem analysis and problem-solving skills- Team work- Confidentiality 	16
Enforcement and Debt Recovery Unit	Director	Director of Enforcement and Debt Recovery Unit	<p>A0 in Accounting, Finance, Management specializing in Finance/Accounting with 3 years of working experience or Master's Degree in Accounting, Finance, Management specializing in Finance/Accounting with 1 year working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Strong Analytical Skills; - Excellent Leadership Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Team work - Confidentiality 	1

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	Enforcement and Debt Recovery Officer	Enforcement and Debt Recovery Officer	<p>A0 in Accounting, Finance, Management specializing in Finance/Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Strong Analytical Skills; - Excellent Leadership Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills- - Problem analysis and problem-solving skills- - Team work- - Confidentiality 	10
S/Total				37
Investment Department	Head of Department	Head of Investment Department	<p>At least A0 in Finance, Accounting, Management, Economics with 7 years of relevant working experience. Professional qualification (ACCA or CFA) is a must.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial reporting; - Knowledge of Rwanda Public Financial Law; - Excellent Leadership and management skills; - Planning, organisational and Budgeting skills; - Effective Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision making skills; - Complex Problem solving; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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	Administrative Assistant	Administrative Assistant to the Head of Finance and Contributions Department	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				2
Portfolio Mgt Division	Division Manager	Portfolio Mgt Division Manager	<p>At least A0 in Accounting, Finance, Management, Economics with 5 years of relevant working experience. Professional qualification (ACCA, CFA, CPA) is a must</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of accounting principles and practices; - Knowledge of finance principles and reporting ; - Knowledge of investment analysis; - Proficiency in relevant accounting software; - Strong Analytical Skills; - Excellent Leadership Skills; - Planning & Monitoring Skills; - Problem analysis and problem-solving skills - Team work 	1

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	Investment Specialist	Investment Specialist	<p>At least A0 in Accounting, Finance, Management, Economics with 3 years of relevant working experience. Professional qualification (ACCA, CFA, CPA) is a must</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of accounting principles and practices; - Knowledge of finance principles and reporting ; - Knowledge of investment analysis; - Proficiency in relevant accounting software; - Strong Analytical Skills; - Excellent Leadership Skills; - Planning & Monitoring Skills; - Problem analysis and problem-solving skills - Team work 	1
Fixed Income Investment Unit	Director of Unit	Director of Fixed Income Investment Unit	<p>A0 in Accounting, Finance or Management, Economics specializing in Finance/Accounting with 3 years of working experience or Master's Degree in Accounting, Finance or Management, Economics specializing in Finance/Accounting with 1 year working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of accounting principles and practices;- Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software;- Strong Analytical Skills;- Excellent Leadership Skills;- Technical accounting skills; - Planning & Monitoring Skills;- Organizational Skills;- Communication skills- Problem analysis and problem-solving skills- Team work- Confidentiality 	1

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	Fixed Income Investment Officers	Fixed Income Investment Officers	<p>A0 in Accounting, Finance, Management specializing in Finance/Accounting or Accounting Professional Qualification recognised by IFAC (ACCA , CPA etc)</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Analytical Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Initiative Skills 	5
Non Fixed Income Investment Unit	Director of Unit	Director of Non Fixed Income Investment Unit	<p>A0 in Accounting, Finance or Management, Economics specializing in Finance/Accounting with 3 years of working experience or Master's Degree in Accounting, Finance or Management, Economics specializing in Finance/Accounting with 1 year working experience</p> <p>Key Technical Skills & Knowledge required:- Knowledge of accounting principles and practices;- Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software;- Strong Analytical Skills;- Excellent Leadership Skills;- Technical accounting skills; - Planning & Monitoring Skills;- Organizational Skills;- Communication skills- Problem analysis and problem-solving skills- Team work- Confidentiality</p>	1

	Non Fixed Income Investment Officers	Non Fixed Income Investment Officers	<p>A0 in Accounting, Finance, Management specializing in Finance/Accounting or Accounting Professional Qualification recognised by IFAC (ACCA , CPA etc)</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Analytical Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Initiative Skills 	5
S/Total				14
Real Estate Division	Division Manager	Real Estate Division Manager	<p>A0 in Civil Engineering, Urban Planning, Housing finance, Building Science and Sustainable Design, Urban development and Management with 5 years of relevant experience or Master in Civil Engineering, Urban Planning, Housing finance, Building Science and Sustainable Design, Urban development and Management with 3 years of relevant working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in project design; - Organizational Skills; - Communication Skills; - High analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	

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Estate Development Unit	Director of Unit	Director of Estate Development Unit	<p>A0 in Civil Engineering, Urban Planning, Housing finance, Urban development and Management with 3 years of working experience or Master in Civil Engineering, Urban Planning, Housing finance, Urban development and Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge in environment; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Estate Development Engineers	Estate Development Engineers	<p>A0 in Civil Engineering, Urban Planning, Housing finance, Urban development and Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge in environment; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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Real Estate Management Unit	Director of Unit	Director of Real Estate Management Unit	<p>A0 in Civil Engineering, Building Science and Sustainable Design, Architecture, Urban Planning, Design & Management with 3 years of working experience or Master's Degree in Civil Engineering, Building Science and Sustainable Design, Architecture, Urban Planning, Design & Management with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	6
	Real Estate Management Officers	Real Estate Management Officers	<p>A0 in Civil Engineering, Building Science and Sustainable Design, Architecture, Urban Planning, Design & Management.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

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	Real Estate Management Officers	Real Estate Management Officers	<p>A0 in Civil Engineering, Building Science and Sustainable Design, Architecture, Urban Planning, Design & Management.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	5
S/Total				14
GRAND TOTAL				1599

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 27/03 ryokuwa 24/02/2015 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB)

Kigali, kuwa 24/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakoziba Letan'Umurimo

Bibonywekandibishyizweho Ikirangocya Repubulika :

(sé)
BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n°27/03 of 24/02/2015 determining organizational structure, salaries and fringe benefits for employees of the Rwanda Social Security Board (RSSB)

Kigali, on 24/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°27/03 du 24/02/2015 portant structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais de Sécurité Sociale (RSSB)

Kigali, le 24/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)
BUSINGYE Johnston
Ministre de la Justice/ Garde des Sceaux

**UMUGEREKA WA III W'ITEKA RYA
MINISTIRI W'INTEBE N° 27/03 RYO KU
WA 24/02/2015 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
CY'UBWITEGANYIRIZE MU RWANDA
(RSSB)**

**ANNEX III TO THE PRIME MINISTER'S
ORDER N°27/03 OF 24/02/2015
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
RWANDA SOCIAL SECURITY BOARD
(RSSB)**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N°27/03 DU 24/02/2015 PORTANT
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES AU
PERSONNEL DE L'OFFICE RWANDAIS DE
SECURITE SOCIALE (RSSB)**

RWANDA SOCIAL SECURITY BOARD (RSSB) SALARY STRUCTURE

POST	Index Value	Level	Index	Gross Salary (Rwf/Month)
Director General	650	E	3156	2,723,234
Deputy DG Funds Management	650	F	2869	2,534,331
Deputy DG in charge of Benefits	650	F	2869	2,534,331
Head of CBHI Department	500	1.VI	2608	1,662,600
Head of Investment Department	500	1.VI	2608	1,662,600
Head of Medical Services Department	500	1.VI	2608	1,662,600
Head of Finance and Contributions Department	500	1.VI	2608	1,662,600
Head of Pension & Pre-Retirement Benefits Department	500	1.VI	2608	1,662,600
Corporate Services Division Manager	500	2.III	1890	1,352,972
CBHI Medical Benefits Division Manager	500	2.III	1890	1,352,972
Contributions Division Manager	500	2.III	1890	1,352,972
Finance Division Manager	500	2.III	1890	1,352,972
Maternity Leave Benefits Division Manager	500	2.III	1890	1,352,972
Medical Benefits Division Manager	500	2.III	1890	1,352,972
CBHI Mobilization & Registration Division Manager	500	2.III	1890	1,352,972
Occupational Hazards Benefits Division Manager	500	2.III	1890	1,352,972
Pension Benefits Division Manager	500	2.III	1890	1,352,972
Pharmacy Division Management	500	2.III	1890	1,352,972
Planning & Research Division Manager	500	2.III	1890	1,352,972
Portfolio Mgt Division Manager	500	2.III	1890	1,352,972
Quality Assurance & Internal Audit Division Manager	500	2.III	1890	1,352,972
Real Estate Division Manager	500	2.III	1890	1,352,972
Senior Medical Advisor	500	2.III	1890	1,352,972
Social Security Analyst	500	2.III	1890	1,352,972
Investment Analyst	500	2.III	1890	1,352,972
Director of Human Resource & Administration Unit	500	3.II	1369	980,010
Director of ICT Unit	500	3.II	1369	980,010
Director of Procurement Unit	500	3.II	1369	980,010
Director of Maternity Leave Benefits Verification Unit	500	3.II	1369	980,010
Director of Public Relations and Education Unit	500	3.II	1369	980,010
Director of Accounting Unit	500	3.II	1369	980,010
Director of Branch Coordination Unit	500	3.II	1369	980,010
Director of Budget and Treasury Unit	500	3.II	1369	980,010
Director of Planning & Monitoring Unit	500	3.II	1369	980,010
Director of Research and Development Unit	500	3.II	1369	980,010
Director of Contributor's Accounts Mgt Unit	500	3.II	1369	980,010
Director of Enforcement and Debt Recovery Unit	500	3.II	1369	980,010

Director of Estate Development Unit	500	3.II	1369	980,010
Director of Fixed Income Investment Unit	500	3.II	1369	980,010
Director of Inspection of Contributors Unit	500	3.II	1369	980,010
Director of Internal Affairs Unit	500	3.II	1369	980,010
Director of Internal Audit	500	3.II	1369	980,010
Director of Legal Affairs Unit/ State Attorney	500	3.II	1369	980,010
Director of Maternity Leave Benefits Processing Unit	500	3.II	1369	980,010
Director of Medical Access Unit	500	3.II	1369	980,010
Director of CBHI Medical Access Unit	500	3.II	1369	980,010
Director of CBHI Medical Invoices Verification Unit	500	3.II	1369	980,010
Director of Medical Invoices Verification Unit	500	3.II	1369	980,010
Director of CBHI Mobilization Unit	500	3.II	1369	980,010
Director of CBHI Registration Unit	500	3.II	1369	980,010
Director of Non Fixed Income Investment Unit	500	3.II	1369	980,010
Director of Occupational Hazards Benefits Processing Unit	500	3.II	1369	980,010
Director of Occupational Hazards Benefits Verification Unit	500	3.II	1369	980,010
Director of Occupational Hazards Prevention Unit	500	3.II	1369	980,010
Director of Pension Processing Unit	500	3.II	1369	980,010
Director of Pension Benefits Verification Unit	500	3.II	1369	980,010
Director of Pharmaceutical Invoices Verification Unit	500	3.II	1369	980,010
Director of Pharmaceutical Operations Unit	500	3.II	1369	980,010
Director of Real Estate Management Unit	500	3.II	1369	980,010
Director of Risk Management & Compliance Unit	500	3.II	1369	980,010
Litigation Specialist/ State Attorney	500	3.II	1369	980,010
Medical Advisor	500	3.II	1369	980,010
Human Resource Management Specialist	500	3.II	1369	980,010
Administration and Logistics Specialist	500	3.II	1369	980,010
Investment Specialist	500	3.II	1369	980,010
Business Analysis Specialist	500	3.II	1369	980,010
Contracts Management Specialist	500	3.II	1369	980,010
Planning & Monitoring Specialist	500	3.II	1369	980,010
Network & System Specialist	500	3.II	1369	980,010
Policy Formulation Specialist	500	3.II	1369	980,010
Procurement Specialist	500	3.II	1369	980,010
Public Relations Specialist	500	3.II	1369	980,010
Software & Database Administration Specialist	500	3.II	1369	980,010
Branch Supervision	500	4.III	1313	930,823
Branch Coordination Officer	500	4.II	1141	808,888
Estate Development Engineers	500	4.II	1141	808,888
Human Resources Officer	500	4.II	1141	808,888
CBHI Medical Access Officers	500	4.II	1141	808,888
Medical Access Officers	500	4.II	1141	808,888

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Pharmaceutical Invoice Verification	500	4.II	1141	808,888
Pharmaceutical Operations Officers	500	4.II	1141	808,888
Public Relations and Communication Officer	500	4.II	1141	808,888
Contract Management Legal Officer	500	4.II	1141	808,888
Litigation Legal Officer	500	4.II	1141	808,888
CBHI Medical Benefits Verification Officer	500	4.II	1141	808,888
Medical Invoices Verification Officer	500	4.II	1141	808,888
Accounting Officer	500	5.II	951	674,191
Administrative Assistant to the Deputy DG in charge of	500	5.II	951	674,191
Administrative Assistant to the DG	500	5.II	951	674,191
Administrative Assistant to the Deputy DG Funds Management	500	5.II	951	674,191
Administrative Liaison Officer	500	5.II	951	674,191
Application Engineer	500	5.II	951	674,191
Budget Officer	500	5.II	951	674,191
Business Analysis Officer	500	5.II	951	674,191
Internal Auditor	500	5.II	951	674,191
CBHI Mobilization Liaison Officer	500	5.II	951	674,191
CBHI Officer (District level)	500	5.II	951	674,191
CBHI Registration Officer	500	5.II	951	674,191
Database Administrator	500	5.II	951	674,191
Enforcement and Debt Recovery Officer	500	5.II	951	674,191
Fixed Income Investment Officers	500	5.II	951	674,191
Help Desk Officers	500	5.II	951	674,191
Inspection of Contributors	500	5.II	951	674,191
Contributors Officer	500	5.II	951	674,191
Internal Affairs Officer	500	5.II	951	674,191
Librarian Senior Officer	500	5.II	951	674,191
Logistics Officer	500	5.II	951	674,191
Maintenance Technician	500	5.II	951	674,191
Maternity Leave Benefits Processing Officers	500	5.II	951	674,191
Maternity Leave Benefits Verification Officers	500	5.II	951	674,191
Network Administrator	500	5.II	951	674,191
Non Fixed Income Investment Officers	500	5.II	951	674,191
Occupational Hazards Verification Officer	500	5.II	951	674,191
Occupational Hazards Benefits Processing Officer	500	5.II	951	674,191
Occupational Hazards Prevention Officer	500	5.II	951	674,191
Pension Benefits Processing Officer	500	5.II	951	674,191
Pensions Benefits Officer Processing (District)	500	5.II	951	674,191
Pensions Benefits Verification Officer	500	5.II	951	674,191
Planning & Monitoring Officer	500	5.II	951	674,191
Procurement Officer	500	5.II	951	674,191

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Real Estate Management Officers	500	5.II	951	674,191
Registration Officer /Branches	500	5.II	951	674,191
Research & Modernization Officer	500	5.II	951	674,191
Risk Management Officer	500	5.II	951	674,191
Compliance Officer	500	5.II	951	674,191
Sensitization Officer	500	5.II	951	674,191
Statistician	500	5.II	951	674,191
System Administrator	500	5.II	951	674,191
ICT Officer	500	5.II	951	674,191
Treasury Officer	500	5.II	951	674,191
Librarian / Archivist	500	6.II	793	562,180
Administrative Assistant to the Head of CBHI Department	500	7.II	660	467,893
Administrative Assistant to the Head of Medical Services Department	500	7.II	660	467,893
Administrative Assistant to Head of Pension & Pre-Retirement Benefits Department	500	7.II	660	467,893
Administrative Assistant to the Head of Finance and Contributions Department	500	7.II	660	467,893
Administrative Assistant to the Head of Investment Department	500	7.II	660	467,893
Head of Central Secretariat	500	7.II	660	467,893
Medical Benefits Access Facilitator	500	8.II	508	360,136
Receptionist	500	8.II	508	360,136
Secretary in Central Secretariat	500	8.II	508	360,136
Storekeeper	500	8.II	508	360,136
CBHI Section Manager in charge of Mobilization & Registration	500	10.III	345	253,637
CBHI Medical Benefits Verification Agent	500	10.III	345	244,580
Driver	500	10.II	300	212,679

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°27/03 ryo ku wa 24/02/2015 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Ubwiteganyirize mu Rwanda (RSSB)

Kigali, kuwa **24/02/2015**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakoziba Letan'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

(sé)
BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n°27/03 of 24/02/2015 determining organizational structure, salaries and fringe benefits for employees of the Rwanda Social Security Board (RSSB)

Kigali, on **24/02/2015**

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°27/03 du 24/02/2015 portant structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais de Sécurité Sociale (RSSB)

Kigali, le **24/02/2015**

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)
BUSINGYE Johnston
Ministre de la Justice/ Garde des Sceaux